

handbook

The background of the cover features a complex, abstract design. It consists of several large, organic, overlapping shapes in shades of cream, light green, and mustard yellow. Superimposed on these shapes are silhouettes of human figures. In the upper right, a solid mustard yellow silhouette of a person is shown in a dynamic, possibly dancing or athletic pose. In the lower left, there are two smaller, stippled (dotted) silhouettes of people standing side-by-side. In the lower right, a large stippled silhouette of a person is shown from the side, facing right. The overall aesthetic is modern and artistic.

1984-85

THE COLLEGE OF WILLIAM AND MARY

ADMINISTRATIVE OFFICERS

TITLE	NAME	OFFICE LOCATION	PHONE NO.
President	Thomas A. Graves, Jr.	Ewell Hall	4213
Provost	George R. Healy	Brafferton	4217
Associate Provost	Linda C. Reilly	Brafferton	4354
Vice President			
Business Affairs	Lawrence W. Broomall, Jr.	Bridges House	4211
Vice President			
University Development	Duane Dittman	James Blair	4519
Dean of Student Affairs	W. Samuel Sadler	James Blair	4387
Dean, Faculty of Arts and Sciences	Melvin Schiavelli	James Blair	4243
Dean of Graduate Studies, Arts and Sciences	Rolf G. Winter	James Blair	4682
Dean of Undergraduate Studies, A&S		James Blair	4681
Dean, School of Education	John M. Nagle	Jones Hall	4291
Dean, School of Marine Science	Frank O. Perkins	VIMS	642-2111
Dean, School of Law	William B. Spong, Jr.	Marshall-Wythe	4304
Dean, School of Business	John C. Jamison	Chancellors	4001
Associate Dean of Student Affairs, Minority & Commuting Student Affairs	Carroll F. Hardy	James Blair	4247
Associate Dean of Student Affairs, Activities and Organizations	Kenneth E. Smith, Jr.	Campus Center	4557, 4236
Director, Student Health Service	Juliette S. Karow	Health Center	4386, 4701
Director, Center for Psychological Services	Jay L. Chambers	125 Richmond Road	4231
Director, Residence Life	Charles Lombardo	James Blair	4314
Asst. Dir., Room Assignments	Linda D'Orso	James Blair	4319
Asst. Dir., Facilities Coordinator	Debbie Boykin	James Blair	4150
Director, Academic Support Services	Amy L. Jarmon	James Blair	4633
Asst. Dir., Academic Support Services	John W. Thrash	James Blair	4361
Director, Study Skills	Carole Sue Mirick	James Blair	4633
Director, Career Planning	Harriet E. Reid	Morton Hall	4427
Director, Placement	Stanley E. Brown	Morton Hall	4604
Assoc. Dir., Placement	Robert P. Hunt	Morton Hall	4604
Director, Financial Aid		James Blair	4584
Asst. Director Financial Aid	Elizabeth A. Acosta-Lewis	James Blair	4233, 4301
Affirmative Action Coordinator	Dale B. Robinson	Rodgers Hall	4651
Registrar	Dorothy A. Bryant	James Blair	4245
Asst. Registrar, Record Evaluation	Sharon L. Reed	James Blair	4245
Treasurer	Floyd E. Whitaker	James Blair	4210
Director, Campus Police	Richard Cumbee	Police Office	4596
Dean of Admissions	G. Gary Ripple	Ewell Hall	4223
Director, University Communications		James Blair	4226
Director, Publication	S. Dean Olson	James Blair	4579
Director of Intercollegiate Athletics:			
Men	W. James Copeland	W&M Hall	4134
Women	Mildred B. West	Adair Gym	4360
Director, International Studies	Carolyn Blackwell	James Blair	4354

Handbook

SERVICES
ORGANIZATIONS
POLICIES



THE COLLEGE OF
WILLIAM AND MARY

WILLIAMSBURG, VIRGINIA 23185

COLLEGE CALENDAR

(Except Marshall-Wythe School of Law)

1984

Summer Session

June 4	Beginning of First Term (Monday)
July 6	End of First Term (Friday)
July 9	Beginning of Second Term (Monday)
August 10	End of School Term (Friday)

First Semester

August 25-29	Orientation Period (Saturday-Wednesday)
August 28	Registration of Graduate Students (Tuesday)
August 29	Registration of Entering Freshman and Other New Students (Wednesday)
August 30	Beginning of Classes: 8 a.m. (Thursday)
October 22-23	Fall Break (Monday-Tuesday)
November 21-26	Thanksgiving Holiday: 1 p.m. (Wednesday-Sunday)
December 7	End of Classes: 5 p.m. (Friday)
December 8-11	Reading Period (Saturday-Tuesday)
December 12-20	Examinations (Wednesday-Wednesday)

1985

Second Semester

January 10-13	Orientation Period (Tuesday-Friday)
January 13	Registration of New Students (Friday)
January 14	Beginning of Classes: 8 a.m. (Monday)
March 1	Beginning of Spring Vacation: 5 p.m. (Friday)
March 11	End of Spring Vacation: 8 a.m. (Monday)
April 24	End of Classes: 5 p.m. (Wednesday)
April 25-28	Reading Period (Thursday-Sunday)
April 29-May 7	Examinations (Monday-Tuesday)
May 12	Commencement (Sunday)

Summer Session

June 3	Beginning of First Term (Monday)
July 5	End of First Term (Friday)
July 8	Beginning of Second Term (Monday)
August 9	End of Second Term (Friday)

The College reserves the right to make changes in the regulations and procedures listed herein at any time.

INTRODUCTION

This handbook is an attempt to make William and Mary more meaningful to students. Efforts have been made to gather together in one place a complete listing of the services, policies, procedures, organizations, regulations, and opportunities which affect the student members of the community, in the hope that this will make each of you more aware of the options and choices available as well as to make life on campus simpler.

July 1984

The College CATALOG together with this HANDBOOK contain the rules, regulations, and policies which govern your experience here, including both academic and extracurricular campus life. Keep a copy of each booklet handy for ready reference during your time at William and Mary.

TABLE OF CONTENTS

History	3
Undergraduate Program	5
Student Services	13
Campus Facilities	19
Student Governance	23
Organizations	27
Rights and Responsibilities	35
Policies and Regulations.....	42
Residential Life	53
Self-Determination	63
Honor Code	71
Special Graduate Policies	83
Activities	97
Publications	99
Annual Happenings	101
Social and Cultural Life	103
For Your Information	109
Index	121

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1781



1931



IN CALLIA NATI MORTUI IN VIRGINIA

Here are inscribed the Names of those Soldiers of FRANCE
who died within these Walls and in other Hospitals of
WILLIAMSBURG
of Wounds received during the Siege of
YORKTOWN

REGIMENT d'AGENOIS

Armont Jean Francois
Allard Andre
Angewalce Nicolas
Bogues Jean
Bouillot Benoit
Chastillon Jacques Antoine
Cocq Antoine
David Yves
Rugerot Noel
Gutholzeau Francois
Hauteville Joseph
Huzain Francois
Lénot Pierre
Marivel François Charles
Martin Louis
Menager Louis
Naret Nicolas
Nobly Laurent
Rupelard Jacques Francois
Verdesotte Oger Joseph

REGIMENT d'AUXONNE

Carrulier Pierre Nicolas
Jard François
Joulin Jean
Le Riche Jacques
Rozé Claude Francois
Bélter Jacques

REGIMENT de BOURBONNAIS

Barbatten Joseph Guillaume
Bodet Etienne
Beard Jean Marie
Devillere Gabriel
Cabolet Jean
Caillaume Joseph
Horsone Jean Baptiste
Huguet Louis
Jolivet Francois
Kell Michel
Lafin Jean Gerri
Lafosse Antoine
Mery Antoine
Noel Jean
Pouillet Jean
Froel Joseph
Proux Pierre
Roussignol Francois Joseph
Saitrey Jean Louis

Selquist Jean
Terville Andre Philippe
Turnelin Nicolas
Verrier Joseph
Villaret Joseph

REGIMENT de BRIE

Berger Jacques
de Paris Jacques

REGIMENT de GATINAIS
(ROYAL AUVIGNON)

Capitaine
de Sireuil Jean Julien
Cabel Jean
Chavez Gilbert
Chevalier Joseph
Chevalier Ruel
Darnay Bertrand
Desorme Louis
Dufut Michel Philippe
Durmont Denis
Guelin Nicolas
Labbé Philippe
Lefevre Jean
Oscarine Pierre
Soukard Jean Baptiste
Pierzoni Charles
Riotte Pierre
Sallemont Antoine
Servin Antoine
Vitre Jean Louis

REGIMENT de METZ

(Artillerie)
Millet Michel

REGIMENT de PICARDIE

Capitaine
de Saur
Sensicon Jean Louis

REGIMENT de ROYAL DEUX PONTS

Hiltzenberger Francois sergent
Rouffe Gethied sergent
Cherret Andre
Ditzler Jean
Egry Paul
Merkot Georges
Müller Nicolas

Noble Georges
New Pierre
Orkenzude Erasmus
Rhat Christian
Robichon Ferdinand
Scholder Francois
Scholt Sebastian
Stautzer Jacob
Stohe Balthazar
Stubert Adam
Vbel Georges

REGIMENT de SAINTONGE

Chauvin Julien
Coutel Guillaume
Determe Nicolas
Ducroc Luc
Glanet Louis
Maire Leon
Paris Gabriel

REGIMENT de SOISSONNAIS

Capitaine commandant
De Marin Jean Baptiste
Dubourg Nicolas
Gallier Jean
Gauze Philippe
Pronot Charles
Roche Jean
Val Pierre

REGIMENT de TOURAINE

Barey Jean Francois
Cout Andre
Costail Sidet
Coste Vidal
Devotier Joseph
Didiere Nicolas
Edmon Maurice
Ely Claude
Hermann Jean
Lefevre Joseph
Lestrie Augustin
Lormier Augustin
Magnan Francois
Morard Nicolas
Mongin Jean Baptiste
Moulin Antoine
Nevet Edme
Sevois Martial

Grateful for the Aid of FRANCE in a time of Need
VIRGINIA intends that the Jests of those who made this Sacrifice
may live upon the Tongues of Men

This Tablet was Presented

by JOHN STEWART BRYAN Vice Rector of the College of WILLIAM & MARY in VIRGINIA
on the Occasion of the Celebration of the One Hundred & thirty Anniversary
of the Surrender of LORD CORNWALLIS and was dedicated October 18, 1931

by MARCHEAL PETAIN of FRANCE

HISTORY

While this booklet is a statement of William and Mary as it is, you might like to know a little about what the College has been and how it achieved its present status. After all, you are a part of an academic tradition that is over 280 years old. Obviously, we can't trace the College's entire history here, but there are several facts which are especially important:

****The College of William and Mary in Virginia was chartered in 1693 by King William III and Queen Mary II and is the second oldest institution of higher learning in the United States.**

****The Sir Christopher Wren Building is the oldest academic building in continuous classroom use in America.**

****The roll call of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe, and John Tyler; (George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor); sixteen members of the Continental Congress; 4 signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members, and ministers to foreign governments.**

****While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he added chairs of modern languages and constitutional law (both firsts in America), and the College adopted the nation's first honor system. Likewise, in 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity,**

and in 1781, by uniting the faculties of law, medicine and the arts, the College became America's first true university.

****The College suspended operations during the Civil War and again in 1881 when its resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term.**

****In 1906, the Commonwealth of Virginia purchased the College and made it a part of the State system of higher education.**

****In 1918, the College became co-educational.**

****After a period of steady growth the College gave birth to four new Colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher Newport College; and Richard Bland College.**

Today William and Mary, still a moderate-sized university, is primarily an undergraduate institution with 22 departments in the Faculty of Arts and Sciences and Schools of Business Administration, Education, Law, and Marine Science. There are concentrations in 25 areas and an interdisciplinary major for the bachelor's degree, 18 for the master's, and 5 for the doctorate. It is an institution which, in the words of its 24th President, Dr. Thomas A. Graves, Jr., is "a College community, small enough to provide for a set of relationships that allow true teaching and learning to take place, large enough to have the resources to strive towards excellence." After nearly three centuries of existence, the College remains a place of "universal study" dedicated to the concept of educating the whole individual.

ACADEMICS

The Undergraduate Program

Academics are central to life at William and Mary; for this reason, they are the first major topic in this booklet. What follows is a discussion of some of the major academic features and procedures in existence at William and Mary. This discussion is not inclusive of all the academic rules and policies; rather, the *Catalog* must be considered the authoritative document on the subject. We've tried to be helpful but, to be absolutely certain, consult the *Catalog*. Don't just take our word for it.

Because there's so much to say about academics, perhaps it's best to start at the beginning—to give you an idea of “services” offered, requirements and options available. You'll be told that William and Mary students are among the nation's best; that's partly public relations and partly true. Most of the students here graduated in the upper percentile ranks of their senior classes, most have high college boards, and many have participated in a multiplicity of extracurricular activities. However, not all William and Mary students can be pegged into these holes, and even those who can are not all alike. It's this difference which makes life at the College interesting but which also renders describing academics a complicated process. Academic choices are personal matters, and it's highly impractical and extremely unwise to attempt to prescribe a set pattern for everyone.

At William and Mary the approach to education is fairly traditional with papers, final exams, grades and a mixture of lectures, quizzes, and seminars. But there are options available also: options which enable an individual to have greater flexibility in academic life. The concerned student, by fully utilizing the opportunities presented, can build an academic career which best suits his own personality and interests while, at the same time, exploring new avenues of educational challenge.

You can obtain a more interesting and valuable educational experience by exercising the options you have within the current curriculum.

Educational Options

Language Houses: The College of William and Mary offers a novel cultural and educational experience by providing an in-depth coeducational residential program for the study of foreign languages and cultures. The language house program with the support of the faculty of the Modern Languages Department, consists of four distinct residence halls with intensive exposure to French, German, Spanish, and Italian languages and culture. The Italian house accommodates 12 students and has a Resident Assistant, and each of the other language units contains approximately 40 students and is staffed by one foreign national Resident Tutor. Participation is open to all interested and qualified students, including non-language majors. For further information, contact the Office of International Studies.

Russian Studies House: The Russian Studies House is a coeducational residence for fourteen undergraduates. Requirement for residence is a strong interest in some aspect of Russian life. The general goal is to promote a better understanding of and appreciation for the varied aspects of Russian life, history, and culture. Participation is open to all interested students, including non-language majors. For further information, contact the Office of International Studies.

The Creative Arts House is a coeducational residence for forty students. The goal of the house is to encourage students to participate in the arts and to share talents and insights into the role of the arts in shaping our educational environment. The house is open to all students in all disciplines with a serious interest in the arts and a willingness to participate actively in the life of the house. A Resident Director coordinates the

activities of the students and assists residents in developing programs of interest for the College community. For further information, contact the Office of International Studies.

Special Interest Housing Proposals: Any Student or Faculty member may propose a new special interest house to the Special Interest Housing Committee. Proposals must be submitted by November 1st each year to be considered for the following year. For further information contact the Office of International Studies.

Foreign Study: William and Mary sponsors several foreign study programs which enable interested students to spend a summer or year abroad. Students may elect to study at the University of Exeter in England, at St. Andrews in Scotland, at Montpellier in France, at the University of Munster in West Germany, at Silliman University in the Philippines, or for a summer at Cambridge University in England, and in programs in France, Germany, Italy, and Mexico.

For more information about foreign study opportunities, contact the Office of International Studies.

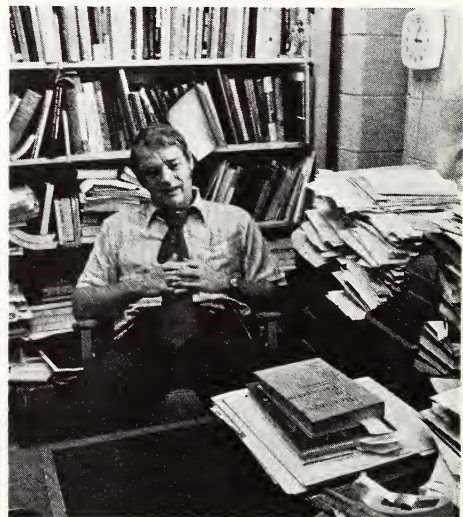
The Washington Program: The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital - its people, places and institutions. It seeks to provide participants with exposure to the resources available in Washington in a wide variety of areas, including government, education, communications, science and technology, and the arts. By enabling highly motivated students to develop a working knowledge of our key national institutions, the Washington Program relates the academic environment of the student directly to the works of practical affairs.

Announcements regarding specific programs and application forms for these programs are available in the Office of the Dean of Student Affairs.

Internship Programs: The College encourages students to use their undergraduate education in the liberal arts as a time to enrich their classroom experience through off-campus learning. To that end the College has established two programs: "Venture" and "Shared Experience." "Venture" is a program that allows students to take a semester or year off in planned internships in a variety of career fields. "Shared Experience" is a term-time opportunity to work with an organization or professional person in the local area. Further information on these and other internship opportunities can be obtained from the Office of Career Planning.

Academic Advising

Freshman-Sophomore Advisors: A group of faculty advisors has been assigned to your freshman living unit. One of these faculty members has been asked to serve as your advisor. Your advisor will assist you with registration and any academic problems which may arise during the year. He/She will be able to help you interpret the various rules and regulations relating to degree requirements and will help you develop your academic



program. This person will be your faculty advisor during your first two years at the College at which time you will select a field of concentration. As a junior and senior you will be advised by a faculty member in the department of your concentration.

Please remember that William and Mary holds each student responsible for his/her academic work and for meeting the various requirements. In carrying out this responsibility, you are strongly encouraged to consult with your advisor. You should review your academic program with your advisor each semester during the pre-registration process and whenever you have an academic problem.

In addition to your freshman advisor, you may wish to talk with any of the other faculty advisors assigned to your freshman living unit, particularly when you have questions involving other disciplines or you are exploring different concentrations. You may also wish to talk with any of the faculty whom you have in your classes. The Office of the Dean of the Faculty of Arts and Sciences and the Registrar's Office will help answer specific questions about degree requirements, transferring credits from other institutions, advanced placement, and summer school work at another institution.

Concentration Advisors: In the spring of your sophomore year you will declare a concentration. At this time you will be assigned a new faculty advisor who will be in the department of your concentration. You will work with this advisor during your junior and senior years. In addition to your concentration advisor you may also wish to seek information from any of the special advisors listed below, from the Director of Career Planning, or from the Director of Corporate Relations and Placement.

Transfer Advisors: Most transfer students are assigned to a special transfer advisor. When a transfer student declares a

concentration, a new faculty advisor in that department is assigned. Transfer students who enter with a sufficient number of transfer credits for junior standing are assigned an advisor in the department or school of their intended concentration or sub-program. Your advisor will assist you in developing your academic program at William and Mary. You should consult your advisor and the Office of the Dean of the Faculty of Arts and Sciences regarding questions about the evaluation of credits you earned at other institutions.

NOTE: All students must declare their concentration at William and Mary. Thus, even if you've declared previously at another school, you must redeclare here. In addition, if you transfer into William and Mary as a junior (i.e., with 54 credits), you must immediately declare your concentration, even if you haven't done so at your previous college. (You are not bound by your declaration of concentration . . . you can change it later -- until registration for the second semester of your senior year.)

Special Advisors: Special Advisors have been appointed to supplement the more specialized academic advising which is the responsibility of the Faculty Advisors. The Special Advisors will assist students who have interest in and questions relating to particular professional careers and/or graduate fellowships. Students uncertain of a career choice and options available to them and desiring counsel should contact the Director of Career Planning in Morton Hall. Students wishing assistance in obtaining non-teaching employment after leaving the College should contact the Director of Placement in Morton Hall.

Architecture: Wright B. Houghland, Department of Fine Arts.

Business School or Business Opportunities: Henry E. Mallue, School of Business Administration.

Exeter, and St. Andrews Scholarships: Carolyn Blackwell, Director of International Studies.

Education - Remedial Education: Professor Louis Messier; *School, College and Career Counseling:* Professors Fred Adair, Charles Mathews; *School and Higher Education Administration:* Professor Robert Maidment; *Educational and School Psychology:* Professor John Lavach.

Engineering: Professor Roy L. Champion, Department of Physics.

Foreign Service: Professor George Grayson, Department of Government.

Foreign Study: Carolyn Blackwell.

Foreign Student Advisor: Carolyn Blackwell.

Fullbright Scholarships: Carolyn Blackwell.

Forestry: Professor Martin Mathes, Department of Biology.

Health-related Professions: Professor Wayne Kernodle, Department of Sociology.

Journalism: Professor Scott Donaldson, Department of English.

Landscape Architecture: Frederick L. Belden, Colonial Williamsburg Foundation.

Law: Professors John McGlennon, John Pagan; Ms. Harriet Reid.

Library Science: contact Swem Library.

Medicine: Professor Randolph A. Coleman, Department of Chemistry, Professor Mitchell Byrd, Department of Biology.

Ministry: Professor David L. Holmes, Department of Religion.

Marshall and Rhodes Scholarships: Carolyn Blackwell.

Museum and Curator's Professions: Graham Hood, Colonial Williamsburg Foundation.

Peace Corps and Vista: Kenneth E. Smith, Jr., Campus Center.

Publishing: Professor Thomas Finn, Department of Religion.

Public Administration: Professor William Morrow, Department of Government.

Veterinary Medicine: Professor Mitchell Byrd, Department of Biology.

Academic Regulations

The information here is partial and is meant only to bring your attention to several of the more important facets of the curriculum. For details, refer to the section of the College *Catalog* entitled, "Requirements for Degrees and Academic Regulations."

Normal Load: A degree candidate may register for a minimum of 12 academic hours and a maximum of 18, excluding required Physical Education courses. Special permission to take less than 12 hours or more than 18 may be requested through the Committee on Academic Status. The necessary forms are found in the Office of the Dean of Students.

Minimum Academic Requirements: See *Catalog*.

Class attendance: Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their last scheduled class in each of their courses preceding and their first scheduled class in each of their courses following the Fall, Thanksgiving, Christmas, and Spring holidays.

Reporting of Grades: In accordance with the provisions of the "Statement of Rights and Responsibilities," student grades will *not* be sent to parents unless the student indicates in writing that the grades are to be mailed home. The appropriate cards for notification of this intent are in the Dean of Students' Office. Be sure to fill one out if you wish your grades sent home.

Grading Systems: See *Catalog*.

Absence from Final Examinations: Arrangements for absence from a final examination for reasons of illness or other good grounds must be made with Dean Jarmon for freshmen and first-year transfer students and with Dean Sadler for upperclass students. Permission to take a deferred examination must be obtained *in writing* from these same offices. Individual faculty members may not grant permission for a student to take an exam at a time other than the scheduled date.

Absence from Tests: Late Papers; Deferred Grades: Students are given deferred tests (other than final exams), are allowed to turn papers in late, and/or are given deferred grades at the discretion of the individual faculty members.

Area and Sequence Requirements: See *Catalog*.

Proficiency Requirements: See *Catalog*.

Registration: All classified undergraduate students who are planning to return for the following semester are allowed to pre-register in the spring for the fall semester and prior to the end of the first semester for the spring semester. All registration is done through the Registrar's Office. Students are encouraged to consult with their academic advisors before completing registration.

Drop-Add: During the first two weeks of classes, students may drop and/or add courses according to procedures announced by the Registrar's Office. Courses dropped during this period will not appear on the student's record. For two additional weeks (second to fourth week of classes), students may drop a course (providing their course load is not reduced below 12 academic hours) but will receive the designation "W" for the course(s) dropped. Between the end of the fourth week of classes and the last day of classes,

the designation "W" is given for any course which the student drops while passing (assuming a 12-hour load after the drop), and the grade of "F" is recorded for any courses dropped when the instructor indicates that the student's work in the course is less than satisfactory. For medical or other extenuating circumstances, a request for exception to this regulation may be made to the Committee on Academic Status through Dean Sadler's office.

In order to drop or add courses, go to the Registrar's Office to obtain the proper forms. Remember that you cannot take less than 12 hours without the special permission of the Committee on Academic Status. *Don't drop below 12 hours!*

Declaration of Concentration: At the end of the sophomore year, a student must declare an area of concentration. To do so, you need to fill out the necessary forms in the Registrar's Office.

Most departments require that you complete from 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. No student shall be permitted to apply toward a degree more than forty-eight semester credits in a subject field. The chairperson of the department is automatically listed as your advisor when you declare your concentration and will explain the requirements of the department to you. For further information, check the *Catalog*.

The procedure for declaring an Interdisciplinary Concentration is basically the same as above; however, this declaration is not considered final until your topic and plan have been approved by the Interdisciplinary Committee prior to pre-registration for the first semester of the student's senior year. It is recommended that you consult the Interdisciplinary Advisor as soon as you have an idea you are interested in an Interdisciplinary Concentration.

Change of Concentration: To change concentration, file the necessary forms in the Registrar's Office.

Declaration of Candidacy for a Degree: During the first semester of your senior year, you must file a Declaration of Candidacy for a Degree. Check with the Registrar's Office for details.

Degrees: Undergraduate students may earn a Bachelor of Arts, a Bachelor of Science, or a Bachelor of Business Administration degree. Refer to the *Catalog* for details.

Transcripts: The Registrar's Office is responsible for forwarding your transcripts to any place you request. Your requests for transcripts will be processed as quickly as possible, and you will be notified when a transcript has been sent. There is no charge for this service.

Grade Review: If you think you are dealt with unfairly in terms of grades in a course, speak with the professor first. If the explanation does not satisfy you, talk with the chairperson of the department or the Dean of the appropriate school (in the for information regarding grade review procedures. A review of a course grade must be initiated before the end of the fourth week of the next regular semester.

Withdrawal from College: If you wish to withdraw from College during the academic session, you must file notice with the Dean of Students who will certify that you have officially withdrawn. Failure to notify Dean Sadler results in the notation "Withdrew Unofficially" on your record. This will present problems later, especially if you try to re-enroll at William and Mary; moreover, you will not be given any refunds.

Transferring Out; Non-Returning Students: Students who plan to leave William and Mary at the end of a semester to transfer to another school or for any other

reason must file a *WILL NOT RETURN* form in Dean Sadler's Office.

The Committee on Academic Status: The Committee on Academic Status determines whether or not students have completed the requirements necessary to remain in good standing at the College. Students who fail to acquire the number of credits or quality points necessary at the end of each semester may be required to withdraw or be placed on academic probation. Each student has the right to appeal to the Committee on Academic Status for a reversal of its original decisions.

Students required to withdraw from the College for academic deficiencies are *not* automatically eligible for readmission at a later date. The Office of Admission will not accept an application for readmission from a student who has been required to withdraw until that student has first been reinstated to good standing by the Committee on Academic Status.

A student who is asked to withdraw in May or after either Summer Session is eligible to apply to the Committee no earlier than the following November for reinstatement and for readmission in January. A student who is asked to withdraw in January is eligible to apply no earlier than the following April for reinstatement and for readmission in the fall. After a student is reinstated, an application for readmission must be filed with the Office of Admissions. Ordinarily, the Committee on Academic Status will not grant a request for reinstatement to any student who has been required to withdraw more than once due to academic deficiencies. As long as they are not in good standing at the College, students are not permitted to apply any credits taken at other institutions toward a William and Mary degree.

Students must also petition the Committee on Academic Status for the following:

- permission to take overloads or underloads.
- permission for dropping courses without grade designation (i.e., "W" or "F").
- permission to drop a course when the drop would result in a course load of less than 12 hours.
- permission to add a course after the DROP-ADD deadline.

Petitions and appeals to the Academic Status Committee are handled through the Dean of Students' Office.

The Committee on Degrees: Students requesting exemption from any of the requirements for a degree or an adjustment in the degree requirements must petition the Degrees Committee. See the Dean of the Faculty of Arts and Sciences. (Fully admitted business students: see the Dean of the School of Business Administration.)

Transfer Credits (see, also, *Transfer Advisors*): The Associate Dean of the Faculty of Arts and Sciences works closely with transfer students in determining which courses taken at other institutions are transferrable to William and Mary. Any student *not* satisfied with the decision of the Associate Dean of the Faculty can appeal that decision to the Committee on Degrees. No final evaluation of transfer credits is made prior to the matriculation of the student into the College. For further information, contact the Associate Dean of the Faculty and refer to the *Catalog*.

Summer School: William and Mary conducts a summer school program, consisting of 2 five-week sessions. Normally, students cannot take more than 7 academic hours per session; however, exceptions are made in special cases.

Summer session catalogs are published in March of each year and are available from campus locations including the Offices of the Registrar, School of Education and the Office of the Associate Provost.

For further information, contact Associate Provost Linda Collins Reilly.

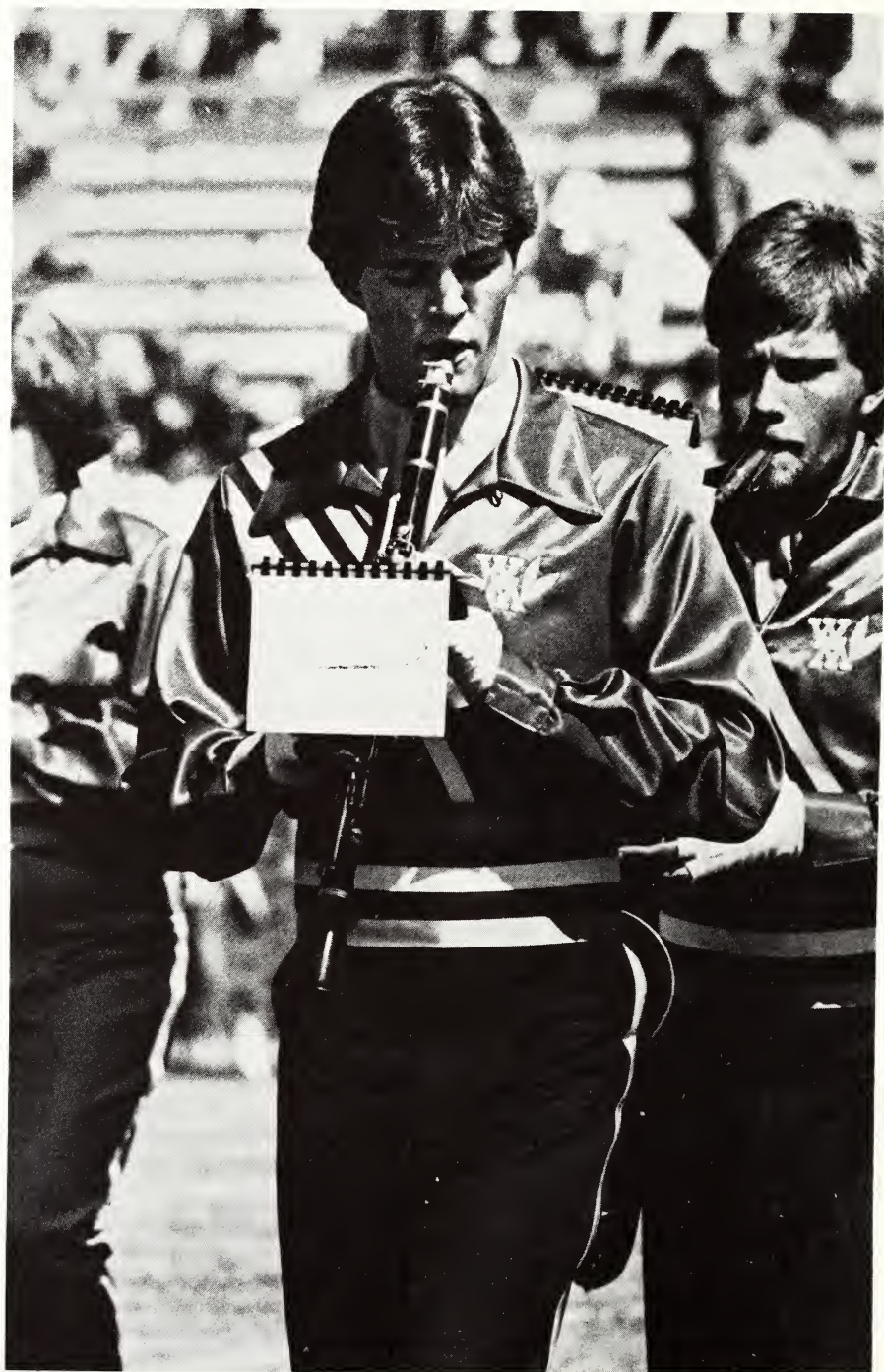
Summer Work at Other Institutions: William and Mary students who wish to receive credit for courses taken at another college (other than those colleges with which William and Mary participates in exchange programs or special educational programs) must request approval of such study from the Associate Dean of the Faculty of Arts and Sciences *prior* to enrolling in the other institution. In addition, only elective courses or those courses not necessary for completion of degree requirements are transferrable.

Courses not taught at William and Mary but sufficiently similar to those taught, or courses which would carry academic credit if they were taught here, can generally be transferred to W&M. It is wise to check with the William and Mary department in which you are seeking transfer credit as well as with the Associate Dean of the Faculty.

Special Programs: The Director of Special Programs develops and administers a variety of adult education courses. The Office is located at the Virginia Associated Research Campus in Newport News and serves the public, including current William and Mary students, in the Williamsburg-Tidewater area.

For further information, contact Carson Barnes, Director of Special Programs.





STUDENT PERSONNEL SERVICES

Office of the Dean of Student Affairs

The Dean of Student Affairs and his staff provide a broad range of services to the students of the College. The Office has primary responsibility and concern for general student counseling, student rights and responsibilities, organizations and activities, student government, discipline, the Campus Center, student residences, financial aid, and student health and psychological needs. The staff members work closely with the members of the Faculty and Administration of the College to represent student concerns to them as well as to represent academic and administrative policies to the students.

The Dean of Student Affairs administers and coordinates the Student Affairs program.

The Associate Dean of Student Affairs (For Minority and Commuting Student Affairs) is responsible for programs aimed at assisting the academic growth and social well-being of minority, commuting, and handicapped students and with assisting these students in their several individual needs. The Dean serves as administrative liaison with the Black Student Organization and the Day Student Caucus and coordinates the off-campus housing referral service.

The Associate Dean of Student Affairs (For Activities and Organizations) provides special services and advice to the student activities and all organizations of the College, acting also as a clearinghouse and coordinator of volunteer programs, maintains the College's activities calendar, directs the operation of the Campus Center to achieve the Center's objective of social education and service to the College community, and develops and administers special on-campus programs, workshops, and retreats.

The Director of Academic Support Service provides general group and personal

counseling services to undergraduate students, develops programs for new students which will assist their adjustment to college and their investment in its programs, directs the orientation activities of the College, administers the College's social regulations, and provides service and advice to its judicial organizations.

The Director of Residence Life supervises the student room assignment process, selects, trains and supervises the residence hall staff, plans and implements programs and activities in the residences, organizes and assists the Residence Hall Councils and participates in facilities planning and the development of policies which pertain to the residence halls.

Assistant Director of Residence Life (Housing Assignments) assigns new students to rooms in the College residences, organizes and conducts the annual room selection for upperclass students, processes all requests for room changes, and coordinates the summer residence hall program.

The Assistant Director of Residence Life (Facilities Coordination) administers the Room Damage Deposit fund, processes bills for damages, coordinates appeals and rebate requests, handles requests for paints, air-conditioners and lofts, and works closely with the Department of Buildings and Grounds to assure optimum condition of the residence halls.

The Director of Study Skills presents college-wide workshops and provides individual counseling on skill enrichment topics including time management, test-taking techniques, reading strategies, note-taking skills, and others.

The Director of Career Planning offers professional assistance to students in career planning. The services include personal and group counseling in the areas of goal assessment, career decision-making, and vocational preparation. The office provides special programs on career

options, offers such resources as a career information library and appropriate testing facilities, and works closely with related services such as academic advising and placement.

Extramural Programs

The Director of Career Planning and International Studies counsels students about opportunities for off-campus learning, coordinates the planning and the administration of off-campus programs, including foreign study, internships, "Shared Experience," "Venture," and the Washington Program and serves as advisor for international students at William and Mary.

Student Financial Assistance and Student Employment

Financial Assistance: Undergraduates who can demonstrate financial need may receive financial assistance to include grants, deferred loans and part-time employment, singly or in combination. There are a limited number of academic and talent scholarships awarded annually.

Graduate and professional students apply to the appropriate school or department for assistantships, fellowships and scholarships. Applications for National Direct Student Loans are available from the Office of Student Financial Aid.

For additional information visit the Office of Student Financial Aid in James Blair Hall, Room 208.

Student Employment: Part-time work opportunities are available on the William and Mary campus and in the Greater Williamsburg area. Students who receive financial assistance will be referred ahead of students who seek employment simply to defray some of their educational costs.

All students who wish to work part-time should complete an application in the Office of Student Financial Aid.

Student Payroll Procedure: The student payroll is automated and requires the Initiation Form (Step I) to enter the system. The

time sheet (STEP 2) must be submitted to the College Payroll Office twice a month in accordance with a tentative schedule which is distributed to each department. The Step I form is to be completed by the student and the department and hand carried to the Student Financial Aid Office. The student will then complete the appropriate tax forms. The Step I form should be received by the Student Financial Aid Office five working days prior to due date of time sheets. The Step I and Step 2 forms are available through the department. Paychecks are disbursed from the Student Financial Aid Office on the first and sixteenth of each month. The student must show an I.D. card. Law students will receive their paychecks from the Office of the Registrar, Marshall-Wythe School of Law.

Resident Assistants: The position of Resident Assistants, available to undergraduate students, and Head Residents, available to graduate and undergraduate students, are paid positions. For additional information or applications, see the Office of Residence Life.

Students in Head Resident positions are paid on the 16th of each month through the College Payroll Office. Head Residents should show their Social Security cards at the College Payroll Office by September 1 to avoid delays in receiving their initial paychecks.

Veterans Affairs

Educational opportunities are available to veterans and dependents of deceased or totally disabled veterans whose death or disability was service-connected. The Virginia War Orphans Act provides tuition assistance to dependents of deceased or totally disabled Virginia veterans.

The Director of Student Financial Aid serves as veterans advisor and may be reached by visiting the Office of Student Financial Aid in James Blair Hall, Room 208.

Study Skills

The Study Skills Director offers assistance to any student who wishes to increase his study effectiveness and efficiency. Even with the best of intentions many of us fail to match our educational goals and aspirations with actual practices and study habits. Most of us are, at least occasionally, victims of procrastination, day-dreaming or test anxiety. The Office of Study Skills offers a coherent, organized means of tackling these and other problems. These services are in no way remedial; rather, study skills are geared for *all* levels of students, dealing with self-discipline, emotion, and behavior-in-general as much as with intellect.

The Study Skills Office is located in James Blair Hall, Room 215. Pamphlets, outlines and other reading materials are available. In conjunction with the Director's office hours, Mon. through Fri., 8 a.m.-5 p.m. a series of one hour workshops are presented each semester on a topical basis. These informal workshops include lecture, discussion and an outline of handout. For specific topics, times and places check campus bulletin boards and campus periodicals, ask a member of the Residence Life Staff or call the director at ext. 4633.

The Office of Career Planning

Students are encouraged to start exploring career options early in their college years. The Office of Career Planning provides assistance in identifying the interests, values, and abilities students would like to incorporate into a career. The Office also helps students explore a wide variety of career possibilities and learn the techniques of entering and advancing in chosen fields of work.

Such assistance is provided through individual career counseling, career development seminars, and special programs and speakers. A self-help packet is available entitled, *WHERE DO I GO FROM HERE? AN ANALYSIS OF MY PREFERENCES FOR WORK AFTER WILLIAM AND MARY*. In addition, the

students have access to a computer-based career guidance and information system, allowing them to gain assistance with a wide range of career concerns.

The Office coordinates several off-campus learning programs. The Shared Experience Program provides students the opportunity to work with a professional sponsor 8-12 hours/week in a field of career interest. The College Venture Program, an institutionally approved program, allows undergraduates to take time off from school to explore career goals or gain a fresh perspective on academic work. Students are counseled in selecting jobs which best meet their needs and interests. Another valuable service of the office is the Alumni Career Advisory Service (ACAS), which offers students the opportunity to talk with alumni and friends of the College who are willing to provide advice concerning their particular careers. The office publishes a weekly bulletin called *FUTURES* which is intended to keep the college community abreast of career information, internship opportunities, career speakers coming to campus, and other announcements pertaining to the world of work.

The Career Resource Library contains books, extensive files, directories, and audio and video tapes on a wide variety of career fields, as well as information on work and study abroad options, internships and graduate and professional school opportunities. The library houses a collection of undergraduate, graduate and professional school catalogs on microfiche.

In the Office of Career Planning, students are encouraged to explore occupational opportunities, work toward a career decision, and discuss personal career related concerns. Students are invited to call or stop in for specific information, to make an appointment for individual or group counseling, or just to browse. The Office of Career Planning is located in Morton Hall, Room 140 (ext. 4427). Open 8:00-5:00, Monday through Friday.

Placement Services

The College maintains an Office of Placement to assist students and alumni in

obtaining employment with businesses, not-for-profit organizations, and government agencies. Among services available through the office are: career search seminars which include information regarding resume writing, interviewing techniques and other aspects of job search strategies, a reference room with employer and career search materials, credential file maintenance and transmittal, and on-campus interviewing. Assistance is provided to students in establishing, maintaining, and transmitting recommendation for the graduate/professional school admission process.

This office does not function as an "employment agency"; it does not guarantee placement or assume responsibility for locating jobs for students.

Rather, its efforts are directed toward assistance to students and alumni in all activities that go into job searching.

The Office of Placement works closely with many organizations to arrange recruiting visits on campus. Employer representatives are invited to the campus to discuss with students the qualifications necessary for success in their special fields, to explain employment opportunities, and to interview graduating students for available positions. Graduate and Professional Schools are accommodated as their representatives come to campus to provide information on their admissions process.

The School of Education operates a placement and scholarship office to assist graduate and undergraduate students in securing positions in the field of education and to help them obtain scholarships that may be available.

An office of placement is located in the Marshall-Wythe School of Law to help in securing career interviews with private law firms.

For specific and additional information, you are encouraged to visit the Office of Placement in 140 Morton Hall, extension 4604.

The Center for Psychological Services

125 Richmond Road

Phone Ext. 4231 or 4388

Hours: 8:30 a.m. - 12:00 noon

1:00 - 5:00 p.m.

The Center for Psychological Services offers professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. These services are offered through individual psychotherapy, group psychotherapy, and personality testing and assessment. The services are free of charge to students, with the exception of national test services. Center staff members include both male and female clinical and counseling psychologists. All are highly trained and widely experienced in dealing with the problems of College students. Staff members work with the clients on an individual, couple, family, or group basis depending on the needs of the client.

The Center for Psychological Services is not only for people with "problems" or people who have difficulties adjusting to college life. All students, including the highly successful student, often find significant benefit in counseling as a means of increasing self-awareness, maximizing potentials, and making the college experience more productive and meaningful.

Appointments are made within a week after the initial request depending on the urgency of the problem and the staff time available. Appointments may be made in person or by telephone. Clients may be administered psychological tests or referred to other sources when appropriate. Testing is never done routinely but only after a discussion of the problem with the client.

No information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent college record, and reports are never submitted to parents, college authorities, or potential

employers unless requested in writing by the client.

In addition, the Center serves as a regional testing center for certain nationally administered examinations. Among these are the GRE, the LSAT, and the MCAT. The Center also administers the Miller Analogies Test throughout the year. Application forms and additional information concerning these examinations can be obtained at the Center.

Student Health Center

The David J. King Student Health Service is located just south of Cary Field and is open 24-hours-a-day. Doctor's hours are 9 a.m. to 5 p.m., Monday-Friday. One doctor is on call Saturday and Sunday and each night the Health Service is in operation for *emergency care* only. During holiday recesses, the Student Health Service is closed.

Medical services and consultations are provided for all full-time students and for those graduate students who are carrying less than nine credit hours, but who are certified by the Dean of their respective school to be doing the "equivalent of full-time work." The latter must have (1) paid the Student Health Service fee at whatever level is set for the particular semester involved and (2) have filed with the Student Health Service a completed physical and history form.

The Student Health Service provides a variety of services to students, most of which are covered by the Student Health Fee, a portion of the Tuition and General Fee. There is complete confidentiality in all matters between the Student Health staff and the students themselves. Brochures which give a more complete description of services may be picked up at any time in the lobby.

Telephone numbers for the Student Health Service are ext. 4386 and 4701. If at all possible when coming to the Service *after* midnight, it is requested that the student or someone aiding the student, call *first* to alert the staff to expect a patient.

During the times that the Student Health Services is closed, the nearest health facility is the Emergency Room of the Williamsburg Community Hospital. The student may also elect to see a local private physician, but it is emphasized that *either of these options is exercised at the student's expense.*

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Student Affairs, ext. 4387.

The College of William and Mary Student Health Service *provides no written medical excuses.* Each student is responsible for notifying his professor of absences because of illness. Faculty members may verify the fact that a student visited the Health Service or is confined there by calling ext. 4386 or 4701. If a student is so ill that he cannot notify his professor of a continuing absence, the Student Health Service will inform the Office of the Dean of Student Affairs which will, in turn, notify the student's professors.

Williamsburg Community Hospital

For services not available on campus, the Student Health Center may occasionally refer you to the Williamsburg Community Hospital which is located on Mount Vernon Avenue near the Monticello Shopping Center. At such times, you will be apprised of any additional costs you may incur. You may also wish to use the Emergency Room of Community Hospital in unusual situations or when the Student Health Center is closed. Whenever possible, contact the Student Health Center when seeking aid from Community Hospital. Telephone: 253-6005.

Williamsburg Fire Department Emergency Medical Services

The Williamsburg "Rescue Squad," located at 440 North Boundary Street at Lafayette Street offers its services to students in emergency situations not handled at the Student Health Center (i.e., situa-

tions requiring immediate X-rays, surgery, blood transfusions, etc.). Whenever possible, contact the Student Health Center when seeking aid from the Rescue Squad. Telephone: 229-1313.

Williamsburg Health Department

The Public Health Department, located at 315 Monticello Avenue near the Monticello Shopping Center, administers a series of routine and special health services and tests. Because the services of the Department are primarily for indigent members of the community, and since the Student Health Center serves the College, students are generally not able to use Health Department facilities. However, the Student Health Center will make any necessary referrals, such as those related to immunizations required for passports. Telephone: 253-4813.

Colonial Community Mental Health Center

The Colonial Community Mental Health Center, located at 1657 Merrimac Trail, offers a variety of services to the citizens of Williamsburg and the members of the College community. The services include: psychiatric evaluation, psychiatric and psychological counseling for individuals and groups, psychiatric testing where appropriate, mental health consultation for local agencies, after-care services for patients of the Eastern State Hospital. The services are provided at a minimal fee, depending upon the client's ability to pay. **Hours for the Center are 8:30 a.m. - 6:00 p.m., Monday-Friday. For further information, call 220-3200.**

Bacon Street

Bacon Street is a nonprofit organization whose goal is to rid the Williamsburg area of drug abuse. Though its first priority is to young people, its services are available to everyone. The Center regularly runs

groups and conducts workshops in communications skills and personal growth and, through its frequent Community Awareness Sessions, it brings a variety of entertaining and educational programs to the Williamsburg area.

The **HOTLINE** at Bacon Street is open 24 hours/day, 7 days/week and offers emergency crisis intervention services, a broad referral service, and telephone counseling.

Bacon Street is located on Bacon Street, and someone is always there. Call **HOTLINE**: ext. 4544 or 253-0111.

Equal Opportunity and Affirmative Action Office

The College of William and Mary is subject to the requirements of the *Virginia Plan For Equal Opportunity In State-Supported Institutions of Higher Education*, Title VI of the Civil Rights Act of 1964, Title IX of the 1972 education amendments to the Higher Education Act and Sections 503 and 504 of the Rehabilitation Act of 1973.

In compliance with these state and federal regulations, the College has developed comprehensive plans designed to ensure equal access to educational programs and facilities to all persons without concerns of race, color, sex, religion or national origin. Persons whose handicaps can be reasonably accommodated are also afforded equal access to programs and facilities. The College plans include affirmative actions which are taken to promote the full utilization of women, blacks and other racial minorities and handicapped persons as members of the student body. The College has instituted procedures to ensure that the College's policies and practices do not unfavorably affect students covered by the regulations.

The Director of Equal Opportunity and Affirmative Action Programs is Mr. Dale B. Robinson. He assumes a role of leadership in the development, dissemination, implementation and monitoring of the College's programs and is available to

provide guidance and assistance to faculty, staff and students on equal opportunity and/or affirmative action matters. Mr. Robinson is located in Rogers Hall 106 K and M at extensions 4651 or 4740.

CAMPUS FACILITIES

The Earl Gregg Swem Library

The information here is partial and is intended merely to acquaint you with the facilities of the Earl Gregg Swem Library. For more complete details, consult the *Guide to the Earl Gregg Swem Library*, which is available at the Library's circulation desk, or ask a reference librarian for an orientation tour of the Library.

The Library contains over 1,000,000 catalogued volumes and microfilm pieces, more than 800,000 manuscripts and maps, and approximately 10,000 tapes, recordings, films, filmstrips, and slides. The main departments of the Library are: Acquisitions, Cataloging, Circulation (includes Reserve), Government Documents, Reference, and Serials (all located on the first floor), and Educational Media Services and Special Collections (both located on the ground floor). The main card catalog, located in the reference room, serves as the basic index to the Library's book collections.

Coin-operated photocopy machines are located on the first, second, and third floors and may be used for the duplication of both personal papers and library materials. High quality copying should be done in Duplicating Services on the ground floor.

The loan period for undergraduate and graduate students is four weeks, with an option to renew books once by mail or in person for a like period. Students involved in lengthy research projects may apply for special borrowing privileges allowing the use of books for longer periods. Any item charged out from circulation is subject to recall by another patron after two weeks. Overdue fines for books are 10 cents/day and 50 cents/day for items that have been

recalled for another user. Failure to return books or pay fines may result in revocation of Library privileges and/or withholding of transcripts. In addition, if your library account is not cleared, you will not be allowed to register for the following semester or summer session. NOTE: You will be required to show your student "I.D." in order to borrow books at the Circulation Desk and in the Reserve Room.

LIBRARY HOURS:

Regular Sessions:

Mon.-Fri., 8 a.m.-12 midnight

Sat. 9 a.m.-6 p.m.

Sun., 1 p.m.-12 midnight

SUMMER SESSION:

Mon.-Thurs., 8 a.m.-8 p.m.

Fri., 8 a.m.-5 p.m.

Sat., 10 a.m.-5 p.m.

Sun., 1 p.m.-8 p.m.

The Circulation Desk closes 30 minutes prior to the Library's closing.

SPECIAL COLLECTIONS:

Mon.-Fri., 10 a.m.-4:45 p.m.

Sat., 9 a.m.-12:45 p.m.

EDUCATIONAL MEDIA/DUPLICATING SERVICES:

Mon.-Thurs., 8 a.m.-10 p.m.

Fri., 8 a.m.-5 p.m.

Sat., 1 p.m.-5 p.m.

Sun., 7 p.m.-10 p.m.

Hours will vary for vacation and interim periods.

Departmental Libraries

The Law School and School of Education libraries are operated autonomously from Swem. In Arts and Sciences, however, the following departmental libraries are administered by Swem and, consequently, are recognized as official departmental libraries:

Biology, Millington Hall, rm. 112
Chemistry, Rogers Hall, rm. 204
Geology, Small Hall, rm. 241
Physics, Small Hall, rm. 123

Also, several departments maintain libraries for the use of students taking courses in their departments:

Anthropology, Washington Hall, rm. 114

Economics, Morton Hall, rm. 137

English, Tucker

Government, Morton Hall, rm. 37

Military Science, Blow Gym, rm. 5

Philosophy, Wren Building

Psychology, Millington Hall, rm. 230

Religion, New Rogers

Sociology, Morton Hall, rm. 237

In addition, several local churches have rooms designated as study areas for students. Consult CaMU for further details.

College Bookstore

The College Bookstore sells all required texts and school supplies which students are required to purchase for their courses of study. Also, the stock includes a selection of some 6,000 books with titles of general interest, consisting primarily of the less expensive paperback editions. Students are encouraged to browse, and a unique special order service is offered to those who wish to acquire books for their personal libraries.

In addition to books, the store carries a broad selection of student orientated merchandise such as clothing with the College seal, records, calculators, and William and Mary imprinted gift items. Further, the Bookstore carries a large selection of official college ring samples and makes available graduation invitations.

At the end of each semester, a buyer at the College Bookstore will purchase used textbooks from students for a portion of their original price.

The store is open 8:00 - 4:45 p.m., Monday through Friday, and 9:00 a.m. - 4:15 p.m. on Saturdays, holidays excepted.

The Commons

The Commons is the student cafeteria next to William and Mary Hall. Recently redecorated, the Commons offers a wide variety of nutritional meals in its three themed dining areas. Upperclass and graduate students may choose from a wide variety of meal plans, details of which are available by calling the Food Service Office at 229-0521.

The Commons also offers catering services and equipment rentals for those in the College community. For further information contact the Food Service Office.

Meal cards are distributed during registration for classes. If you lose your meal card, contact the Treasurer's Office in James Blair Hall. If you fail to get a meal ticket at registration, or if you decide to purchase a ticket after registration you may obtain one at the Treasurer's Office.

Meal cards are not transferable. Cards may be turned in or exchanged for different plans only during the drop/add period plus two days at the beginning of the semester.

Students found guilty of transferring cards or using voided cards may be subject to disciplinary action and/or brought before the Honor Council.

Campus Center

The Campus Center, located on Jamestown Road across from the Wren Building, serves as a meeting place for students, faculty and staff, offering a variety of both

educational and recreational programs and services.

The building has recently undergone a renovation where Trinkle Hall has been restructured and combined with the existing building to provide a much larger, more flexible and multi-faceted Campus Center.

The Center's facilities will now include: The Candy Desk, where newspapers, magazines, cigarettes, candy and tickets to many College functions are sold (excluding athletic events and theatre productions). Checks (maximum \$25) may be cashed at the desk with a valid College Identification Card.

Two lounge areas are in the building: the Lounge located across from the Candy Desk and the Atrium in the renovated area. A television room is located next to the Lounge and has a color television and cable.

"The Wigwam" cafeteria has also undergone some renovation. Along with changes in the existing "Wig", an additional skylighted area has been added to it. The "Wig" will now be a cash-only operation with cash-equivalency options available for students on the board plan. It will continue to serve breakfast, lunch and dinner and food and beer in the evenings.

The new board plan cafeteria, "The Colony Room," is located next to the "Wig" and will be the year-round cafeteria for students on the board plan.

Meeting space is available to recognized College organizations. There are six meeting rooms, one lounge room, a small theater, a ballroom and the newly-renovated multi-purpose room, Trinkle Hall. The Ballroom the Theatre and Trinkle Hall are suited for activities such as dances, movies, speakers and various other social activities.

Various student organizations are located in the Campus Center including: The FLAT HAT, THE COLONIAL ECIO, THE WILLIAM AND MARY REVIEW, WCWM, The Student Association and others.

A new Games room has been created with pool tables, ping pong tables and video games. It is available to those with a current, valid ID.

A new Craftshop has also been developed. It will provide instruction in

various crafts as well as a place for experienced crafters to work. A darkroom will also be available for campus use.

Campus Information is also located in the Campus Center, just inside the renovated area. The information telephone lines are here along with campus maps and other pertinent information. Some duplication services will also be included here.

The Campus Center is the site of numerous plant and art sales. An annual Christmas Craft occurs each December with participants from the College and the community.

The Campus Center is open Monday through Saturday from 7:00 a.m. to 1:00 a.m. and from 8:00 a.m. to midnight on Sundays. Hours vary when the College is not in session.

The Graduate Student Center

The Graduate Student Center, located at 199 Armistead Avenue, provides a meeting place for all graduate students of the College and houses several graduate student organization offices. It is open 9 a.m. to midnight, Monday through Saturday, from noon until midnight on Sunday, and at other times by request. It may be reserved for social or business meetings by applying at the Center or by calling ext. 4691. Kitchen facilities are available. The Center is administered by a committee of the presidents of the several graduate associations.

William and Mary Hall

William and Mary Hall, the large gymnasium and convocation center located next to the Commons on the new campus, serves a variety of purposes and functions. The major ones include those related to use of Hall facilities for/by the Department of Physical Education for Men, the Athletic Association, and the Athletic Educational Foundation; convocations and other large assemblages of stu-

dents and other groups; special programs; and regular events, such as athletic contests and S.A. social functions. For information on obtaining use of William and Mary Hall, contact the Scheduling Office at ext. 4236.

Recreational Facilities

The College has numerous recreational facilities that students are encouraged to use as often as time allows. Blow Gymnasium is open for informal recreation on a regular basis and has an equipment check-out-system. The Gym has two basketball courts, volleyball courts, showers, lockers, and horseshoe pits. Adair Gymnasium is open for women students' informal recreation, offering facilities for fencing, badminton, volleyball, and basketball. Men's and women's recreational swimming is available at Adair Pool in the afternoons and on weekends. Adjoining Adair Gym are the College tennis courts, equipped with lights for night playing and operating on a first-come, first-served basis, except at times when the courts are reserved for intramural and intercollegiate activities.

William and Mary Hall, in addition to the main floor which is used for intercollegiate athletic events, has two auxiliary gymnasiums, a gymnastics room, a wrestling room, and weight room. There are eight unlighted tennis courts located directly behind William and Mary Hall.

Hours for operation of gyms, pools, and tennis courts' lights are posted in the respective buildings.

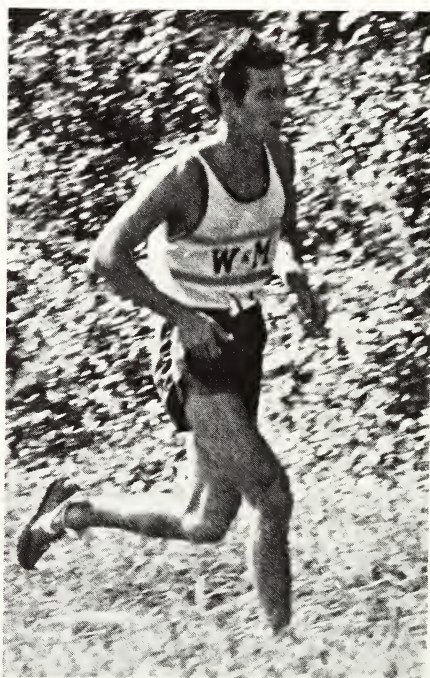
Lake Matoaka, a recreational area of the College, offers canoeing and has shelter facilities for group picnics. Requests for the use of the Lake Matoaka shelter should be made to the Office of the Associate Dean of Students for Activities and Organizations. Because of underwater obstructions, swimming is not allowed in Lake Matoaka or Crim Dell. Ice skating and fishing are also prohibited at both of these locations.

Wigwam

The Wigwam, located in the Campus Center, serves cash meals at breakfast, lunch and dinner, along with cash-equivalency meals for the boarding students. It has proven to be a popular gathering spot for students, faculty and staff.

In addition to serving nutritious food during the day, the Wigwam is a popular late night spot. The Late Night Wigwam features a wide variety of refreshments and "fun" foods. It features a six-speaker stereo system and wide-screen TV. Admission to the Late Night Wigwam is limited to College ID holders and their guests.

The entire Wigwam has been renovated and the addition of a patio area with skylights has expanded its size. Along with the renovation, "The Colony Room" has been added as the year-round cafeteria for the boarding students. It is located next to the Wigwam.



STUDENT GOVERNMENT ASSOCIATIONS

Student Association

The Student Association (commonly called the SA) is William and Mary's student government. All students at the college are members of the SA, and nearly everyone encounters its activity in one form or another. The concerns of the SA can be grouped under two basic headings: governmental activities and programs.

The governmental activities provide students an opportunity to do behind-the-scenes work. The Student Association addresses many issues of campus policy, primarily those impacting on student life and the entire campus community. Through liaisons to the College Board of Visitors, the SA has voice in Board meetings, and maintains the link between students and the Board. Similarly, the Virginia General Assembly liaisons present the official position of the Student Association to members of the state legislature. The SA Liaison to the Faculty represents student interest at faculty meetings. The liaisons spend time working with decision makers individually so they are aware of student opinion before issues come to a vote. The SA also works informally with the college administration on many matters of policy.

Early each spring, students elect the SA President for the following year. The president then appoints an executive council composed of vice presidents in charge of programming, administrative assistants, a treasurer, and publicity director. He also appoints specific program directors, liaisons, and the student members of numerous college-wide committees.

The legislative and decision making body of the student government is the Student Association Council (SAC). Representatives to the SAC are chosen from each living area in the fall and serve for the whole academic year. This powerful, hardworking group is the dominant force in the implementation of SA social, cultural, and service events. Most of the Council's work is carried out by standing committees composed of SAC representatives and interested members of the student body at large.

Every year most students encounter the Student Association through its major programs: the Bookfair — an opportunity for students to buy and sell used textbooks, the popular Film Series — first-rate films screened at bargain prices, Refrigerator Rentals, and A Change of Pace — a weekly showcase for student talent in a relaxed atmosphere.

Social events are also sponsored frequently by the Student Association. Students appreciate the campus-wide mixers, band nights, and parties.

Daytripping happens throughout the year. Buses are chartered by the SA for beach trips, athletic events, popular concerts in the Tidewater area, local cultural events, "night life" excursions, and Christmas shopping at the Williamsburg Pottery.

The monthly newsletter of the Association, *The SA Essay* includes articles about special SA activities and programs, and features "The Essay Calendar." This calendar lists cultural, social, academic, and athletic events on campus. Any college organization can take advantage of this free publicity by having its event listed on "The Essay Calendar."

The Student Association, through its Grants-in-Aid program, provides financial assistance to numerous campus organizations for help with specific projects. The Residential Concerns Committee evaluates requests for dorm improvements to be funded with the interest on the college's room damage deposit account. Working with the Office of Admissions, the Association helps recruit new students for the college. The SA also conducts a bicycle auction. And, finally, it approves the parliamentary design of all new campus organizations.

Students who want more information about any SA program, would like to serve on an SAC committee, or need to list an event on the Essay Calendar should call ext. 4350, ext. 4394 or stop by the Student Association office in the Campus Center basement weekday afternoons from 1:00 to 5:00.

The Board of Student Affairs

The Board of Student Affairs (BSA) consists of undergraduate and graduate

students, faculty members, and administrators. The BSA, created in 1968 by the Board of Visitors, has full power to investigate any area of the College pertaining to student concerns and presents recommendations to the appropriate authorities. Through committees, the three constituencies work together to express their views on a wide variety of issues from grade review to athletics to the College environment. The BSA enables students to take an active part in policy making. The BSA has final authority over allocation of the Student Activities Fee.

All members of the College community are encouraged to attend the BSA meetings.

For information on the undergraduate election process, contact the Student Association office at Ext. 4350. For general information on the BSA, contact Dean Smith at Ext. 4557.

Honor Council (Undergraduate)

See Section on *Honor Code*, p. 71.

HONORARIES

Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership. *Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership senior students up to 10 percent of the total number in the class each year. Selection is based largely on scholarship and department recommendation.

Omicron Delta Kappa is an honorary fraternity comprised of junior and senior students selected on the basis of scholarship, service, character, and leadership in the various areas of college life.

Mortar Board is an honorary society whose members are elected in their junior year on the basis of service, scholarship, and leadership.

Two national honor societies, Phi Eta Sigma and Alpha Lambda Delta annually select for membership those freshmen who have attained academic distinction.

Many professional honor societies exist on campus whereby recognition is made of students with scholastic proficiency or leadership in specific areas:

- Alpha Kappa Delta (Sociology)
- Beta Gamma Sigma (Business)
- Delta Omicron (Music)
- Delta Phi Alpha (German)
- Delta Sigma Rho-Tau Kappa Alpha (Forensic)
- Kappa Delta Pi (Education)
- Omicron Delta Epsilon (Economics)
- Phi Delta Kappa (Education)
- Phi Mu Alpha (Music)
- Phi Sigma (Biology)
- Pi Delta Phi (French)
- Pi Sigma Alpha (Government)
- Psi Chi (Psychology)
- Sigma Delta Pi (Spanish)
- Sigma Delta Psi (Physical Education)
- Sigma Gamma Epsilon (Geology)
- Sigma Pi Sigma (Physics)
- Society of Collegiate Journalists (Journalism)
- Society of Scabbard and Blade (Military)

President's Aides

President's Aides, a group of 16-18 students selected annually, serve as student advisors to the President. Meeting with him on a monthly basis, they discuss matters of concern to the College, advising the President of desirable and/or feasible courses of action. In addition, the Aides serve as student members of the official party at College Convocations and any other special functions the President so designates.

GRADUATE ASSOCIATIONS

Graduate students participate in the governance of the College through Graduate Student Associations and the Board of Student Affairs. The constitutions of the several graduate student associations may

be obtained from the office of the Dean of Graduate Studies for Arts and Sciences or the office of the Deans of the Schools.

Graduate Student Association of Arts and Sciences

The Graduate Student Association includes as members all graduate and unclassified post-baccalaureate students who are studying under the Faculty of Arts and Sciences. Its purposes are to foster social and intellectual interaction among the graduate students at William and Mary, to advance the interests of graduate students at the College, to assist in governing matters of discipline and honor violations within the graduate school, and to provide a forum for the dissemination of ideas of interest to the academic community and the surrounding town. The Council of the G.S.A. consists of one representative from each of the graduate programs under the Faculty of Arts and Sciences, elected no later than the fourth week of classes in the fall semester. The Council elects its own officers and representatives to the B.S.A.

Graduate Student Association for the School of Marine Science

The Graduate Student Association includes as members all graduate and unclassified post-baccalaureate students who are studying under the School of Marine Science. Its purposes are to encourage social and intellectual interaction among the graduate students at William and Mary, to advance interests of graduate students at the College, to assist in governing matters of discipline and honor violations within the graduate school, and to provide a forum for the dissemination of ideas of interest to the academic community and the surrounding town. The Council elects from the student body at large its own officers and representatives to the B.S.A.

Master of Business Administration Association

The M.B.A.A. is a governing organization comprised of graduate students associated with the Graduate Business Program. The M.B.A.A. serves and promotes, without profit, the School of Business Administration of the College of William and Mary in Virginia through various programs and projects. The M.B.A.A. plans and carries out an orientation program for new students in the Business Program. Those interested should contact the M.B.A.A. Office at ext. 4543.

School of Education Graduate Student Association

The School of Education Graduate Student Association disseminates information regarding different programs in the School of Education and in other elements of the College; promotes better communication among the administration, the faculty, and the graduate students of the School of Education; represents the graduate students of the School of Education at official functions and on committees of the College of William and Mary; assists graduate students with such matters as research aids, reserve materials, and copying services; provides for graduate student participation in the evaluation of instruction in the School of Education; provides for an exchange of ideas among scholars of various fields; and promotes social activities for its members. All graduate students in the School of Education who have been admitted to a program and/or are enrolled in one or more classes are eligible for membership. For further information, call ext. 4300.

Marshall-Wythe School of Law Student Bar Association

The Student Bar Association is the organ of student government for the Law School, and its membership consists of the entire student body of the Law School. The Student Bar Association promotes

law-related extracurricular activities, sponsors social events, brings speakers to campus, and provides numerous services, not only to the Law School, but to the entire College community. It coordinates and finances activities of most of the various student organizations of the Law School.



ACTIVITIES AND ORGANIZATIONS

Dean Ken Smith, Associate Dean of Students for Activities and Organizations, has his office on the first floor of the Campus Center and, in addition to keeping the College calendar of events, advises student activities and campus organizations provides leadership training and development, and is responsible for campus cultural programs. Any questions concerning campus organizations should be directed to his office (ext. 4557), and any campus event should be put on the activities' calendar for the benefit of the campus.

Several of the William and Mary organizations are briefly described in the following listing. For further information on these or other organizations not listed, contact the Office of the Associate Dean of Students for Activities and Organizations.

Association for Computing Machinery

ACM is an organization operated exclusively for educational and scientific purposes to promote an increased knowledge of the science, design, development, construction, languages, and applications of modern computing machinery. Membership is open to all students interested in ACM who are members of the William and Mary community.

Black Student Organization

The BSO was created out of the realization that William and Mary must be more relevant to the needs of the Black student. With efforts to promote Black thought and Black awareness in the College community, the BSO has become a viable means of Black unity on campus. It serves as an academic, cultural, and social organization, providing programs and services for the College and Williamsburg communities.

Black Culture Series, presented throughout the year with a focal point in

February, has played an important role in acquainting the community with the Black Experience by presenting programs with Black artists, speakers, and various art forms.

While its primary existence is for the Black students, the BSO is open to everyone.

Cheerleaders

The William and Mary Cheerleaders are a familiar sight at all football games, basketball games, and parades. Composed of two squads, the varsity is for men and women in the sophomore, junior and senior classes, and the junior varsity is for men and women in all the classes including freshman. Tryouts are held for the varsity each spring and for the junior varsity each fall. For information, contact the Sports Promotion Office at William and Mary Hall.

Intercollegiate Debate Council

The Intercollegiate Debate Council is an organization which helps train students in the theory and use of argument through participation in competitive debate. Any student interested in debate is eligible to join and should contact the Theatre and Speech Department, ext. 4395.

Teams from the Council annually attend thirty intercollegiate debate tournaments throughout the nation, including competition for the state and national championships. In addition, the Council endeavors to sponsor programs of interest both to the College and the civic community, including the annual Marshall-Wythe Debate Tournament.

International Circle

All international students, current William and Mary students, faculty members and their spouses, and administrators are encouraged to join and participate in the activities of the International Circle. With the belief that it is the responsibility

of every well-educated person to understand people of various cultural and linguistic backgrounds, this organization strives to facilitate the development of deeper relations between the College community, academic communities in foreign lands, and international students in residence. The International Circle sponsors several events throughout the year such as weekly seminars and language classes, and a Christmas and a Spring dinner.

William and Mary Martial Arts Club

The William and Mary Martial Arts Club, open to all men and women students at the College, strives to promote interest and instruct students in the art of karate. The club, through its tournaments, donates its proceeds for scholarships to the Williamsburg Area Day Care Center, the Williamsburg Fire Department Emergency Medical Services (the Rescue Squad), the American Red Cross, and other needy organizations.

Majorettes

The William and Mary majorettes are a precision team of twirlers who perform with the William and Mary Band in parades and at football games. Tryouts and selections are held in the spring and during the first week of the fall semester. Contact the Music Dept. for information.

Mermettes

The purpose of the Mermettes Club is to promote interest in creative aquatics and to provide an opportunity for students to further their technical skills and creative talents in swimming. Mermettes present an annual creative aquatics performance and, in addition, selected members participate on the state, regional, and national level in the National Institute for Creative Aquatics.

Orchesis

The objective of Orchesis is to provide interested students, both men and women, the opportunity to choreograph and perform in dances for an annual concert. Orchesis also seeks to stimulate interest in modern dance as an art form in the College and community at large through its programs which are open to the public without charge. The group participates annually in the Virginia College Dance Festival and hosts for its members at least one workshop session by a guest artist. Members are chosen by audition in the fall. Interested persons should contact Ms. Carol Sherman or Ms. Shirley Roby at ext. 4360.

The William and Mary Pre-Law Club

The William and Mary Pre-Law Club is an organization that will be of interest to undergraduate students who are either planning to attend law school, or are trying to decide whether or not to attend law school. The club sponsors about one event a month and publishes a newsletter that it distributes to its members. Events in the past have been such things as lectures by admissions deans of law schools, pre-law advisors, members of the legal community and receptions with law students at Marshall-Wythe.

Political Organizations

If you find yourself to be politically motivated and wish to become involved in local, statewide, and national politics, or issues, there is an organization for you at William and Mary. Throughout the school year, many well-known speakers appear on Campus under the auspices of these organizations. Some of the groups on campus are:

American Civil Liberties Union
College Republicans
Young Democrats

Young Americans for Freedom William and Mary Libertarians

If you want information about these or any other political organizations, contact Dean Smith's office at extension 4557.

Queen's Guard Association

Formed originally as a formal part of the R.O.T.C. program, the Queen's Guard Association is now an extracurricular organization. The Guard, a precision drill team, participates in Homecoming activities and football games, represents the College in some parades throughout the country, and performs for the student body at various times throughout the year.

Religious Organizations

Student organizations representing many denominations are present at William and Mary. Most of these are sponsored by local churches and are provided special facilities through them. In addition, an organization of Campus Ministries from the various local churches is very active in ecumenical work on campus. CaMU (Campus Ministries United) has established a resource and coordinating center to provide information for the College community regarding denominational activities, to serve as a clearinghouse for the best use of facilities and resources of the supporting denominations, and to act as a harmonizing agent for some of the helping services. It is the desire of CaMU to maintain and support the already established denominational groups and churches seeking to provide a ministry to the College community and to increase the effectiveness of the Church's mission through a cooperative ministry. CaMU is located at the Wesley Foundation, 526 Jamestown Road (across from Phi Beta Kappa Memorial Hall). Telephone: 229-9811.

Weekly Mass is conducted in the Wren Chapel by the local Catholic Church for

members of the College community. The Episcopal Church holds Holy Communion Service in the Wren Chapel each week for students. For times of the services in the Wren Chapel, contact The Scheduling Office at extension 4236, or check the schedule of events in *The William and Mary News*.

Various nondenominational organizations, such as the William and Mary Christian Fellowship and the Fellowship of Christian Athletes, meet regularly in the Campus Center.

The following religious organizations are represented on the William and Mary campus:

Balfour-Hillel Jewish Student
Association
Baptist Student Union
Campus Crusade for Christ
Canterbury Association
Catholic Student Association
Christian Coalition for Social Concerns
Christian Science Organization
Fellowship of Christian Athletes
Latter Day Saints Student Association
Lutheran Student Association
Navigators
New Testament Student Association
Reformed University Fellowship
Wesley Foundation
Westminster Fellowship
W&M Christian Fellowship
Young Life Leadership

For times and location of these organizations' meetings, contact Dean Smith or refer to the calendar of events in *The William and Mary News*.

Local churches encourage students to attend regular worship services and to participate in special activities of the church. For your information, the location of these churches (i.e., those within reasonable walking or biking distance) is provided:

Baptist

First Baptist Church
727 Scotland Street

Sunday: 9:00, 11:00 a.m.

Walnut Hills Baptist Church

Jamestown Road

Sunday: 11:00 a.m., 7:30 p.m.

Williamsburg Baptist Church

227 Richmond Road

Sunday: 11:00 a.m.

Catholic**St. Bede's Catholic Church**

Richmond Road

Saturday: 5:30 p.m.

Sunday: 7:30, 9:00, 10:30 a.m.,

12 noon, 5:00 p.m. (Catholic

Student Association Mass in

the Parish Center)

Christian Science**First Church of Christ Scientists**

620 Jamestown Road

Sunday: 11:00 a.m.

Church of Christ**Williamsburg Christian Church**

200 John Tyler Highway

(not in walking distance)

Sunday: 11:00 a.m., 7:30 p.m.

Williamsburg Church of Christ

227 Merrimac Trail

(not in walking distance)

Sunday: 11:00 a.m., 6:30 p.m.

Episcopal**Bruton Parish Church**

Duke of Gloucester Street

Sunday: 8:00, 9:30, 11:00 a.m., 5:30

p.m. (Evensong)

St. Martin's Episcopal Church

1333 Jamestown Road

Sunday: 10:00 a.m.

Jewish**Temple Beth El of Williamsburg**

600 Jamestown Road

Friday: 7:30 p.m.

Lutheran**St. Stephen's Lutheran Church**

612 Jamestown Road

Sunday: 8:30, 11:00 a.m.

Methodist**Wellspring United Methodist Church**

543 Longhill Road

(Not in walking distance)

Sunday: 10 a.m.

Presbyterian**Westminster Chapel**

(Orthodox Presbyterian Church)

Jamestown Academy

Sunday 11:00 a.m.

Williamsburg Presbyterian Church

215 Richmond Road

Sunday: 8:00, 9:30, 11:00 a.m.

Williamsburg United Methodist Church

514 Jamestown Road

Sunday: 8:30 a.m., 11:00 a.m.

Science Fiction Club

The Science Fiction Club is an organization on campus dedicated to the promotion of Science Fiction and Fantasy. Intended to be a communications' network and clearinghouse for information, discussion, and materials, the Club maintains a library of relevant literature. All science fiction enthusiasts are encouraged to join.

Service Organizations

Alpha Phi Omega: Is the national service fraternity at the College of William and Mary. The fraternity is involved in service activities to the College, to the community, and to the nation. Projects include such things as sponsoring blood-mobiles, working with the local scout troops and ushering for various programs at the College. Alpha Phi Omega is based on the principles of scouting and has been co-ed on this campus since 1977.

Circle K: Open to all students, Circle K is an affiliate of Kiwanis International and has made outstanding contributions to the community by utilizing the abilities of

large numbers of students. Circle K operates a variety of service projects for the disadvantaged residents of James City County. Pre-school and crafts are taught in the Chickahominy community on weekday afternoons, while Saturday morning tutoring and Saturday afternoon recreation serve elementary school children of Chickahominy and Mooretown. In addition, students provide transportation and parties for senior citizens throughout the week.

Volunteers for Youth: Student volunteers serve as "big sisters or brothers" on a one to one basis to children who are referred by the guidance counselors in the local schools. The children's problems range from being extremely introverted to having more serious concerns. The college student provides companionship for the child and sees him/her at least 3 times a month. The VFY is sponsored by the NCAA and the men's and women's athletic departments. Advisors from both athletic departments, a community advisor, and a child psychologist advisor assist the volunteers.

Williamsburg Area Tutorial Service: W.A.T.S. is a pre-school program for children in the Williamsburg area which operates entirely through volunteers from the College community. The W.A.T.S. program provides educational and recreational activities for its participants every afternoon, Monday through Friday. W.A.T.S. provides excellent experience for all students interested in teaching professions or for those who simply enjoy being with young children.

Note: In addition, please refer to *Help Unlimited*.

Asia and Africa Society of William and Mary

The Asia and Africa Society seeks to enhance harmony, good will, and respect

between and among the students and peoples of Asia, the United States, and Africa. This organization sponsors films, speakers, field trips, and publications to promote knowledge, understanding, and appreciation of the social, economic, political, religious, and philosophical systems of the societies of Asia and Africa.

William and Mary Flying Club

The William and Mary Flying Club offers students the chance to participate in sport parachuting and hang gliding. Men and women students are welcome and no prior experience is necessary. Students receive instruction from certified jumpmasters. The Club owns all necessary equipment, eliminating the cost of renting or purchasing gear. Through the Club, students have the opportunity to advance from first-jump students to participation in the Collegiate Nationals.

Virginia Public Interest Research Group

VaPIRG is a student-directed and student-run organization that works on consumer rights, environmental protection, energy policy, social justice, and governmental accountability. Students achieve these goals through research, public education and advocacy on the state and local level. VaPIRG provides a channel for students to work with faculty members and other professionals and to put their academic learning to practical tests. VaPIRG is run by an elected student Board of Directors which selects the various projects for the year. All students are encouraged to help work on the projects, suggest project ideas or to run for a position on the Board.

William and Mary Ski Club

The William and Mary Ski Club, organizes and sponsors numerous ski trips throughout the ski season. Trips vary in length from one day trips to nearby resorts

to week long trips to Canadian, New England and Western ski areas. During the year the club sponsors films and activities to promote interest in skiing and can arrange for low-cost lesson plans for novices. If you want more information about club activities or how to become involved, call the Student Activities Office at extension 4557.

DEPARTMENTAL ORGANIZATIONS

In addition to the organizations mentioned above, many departments have departmental clubs and associations. Information about these organizations may be obtained from the respective departmental offices. These organizations include:

- Anthropology Club
- Association of Religion Concentrators
- Biology Club
- Chemistry Club
- Classics Studies Club
- Economics Club
- English Club
- Philosophy Club
- Physical Education Majors Club
- Russian Club
- Society for the Advancement of Management
- Society of Physics Students
- Wayne F. Gibbs Accounting Society

Furthermore, the Language Houses serve as forums of discussion and, in essence, fulfill the need for having French, German, Italian, and Spanish Clubs.

For information regarding any of the organizations mentioned in the organization's section, see Dean Smith, Associate Dean of Students for Activities and Organizations, in the Campus Center or call ext. 4557.

Law School Fraternities: Three professional legal fraternities have been established at the Law School: the George Wythe Chapter of Phi Alpha Delta, the Thomas Jefferson Inn of Phi Delta Phi and the St.

George Tucker Senate of Delta Theta Pi. The primary functions of the legal fraternities are to bring student members into contact with practitioners, to complement the academic program with informal forums on subjects of professional interest, and to sponsor a variety of enjoyable social functions open to the entire Law School student body.

Black American Law Students Association: Membership is open to all interested law students. These students participate actively in a minority recruitment program, which extends to colleges throughout the area, and sponsor forums and talks on many facets of minority problems and the law.

Mary and William Law Society: The Mary and William Law Society is the organization of women law students at Marshall-Wythe. The group concerns itself with the legal problems of women in general and the problems of women law students in particular. Membership is open to all law students and faculty.

Student Legal Services: This organization offers legal assistance to William and Mary students, faculty and staff. Services are provided free of charge by law student volunteers. Interns will advise and counsel students concerning legal matters within the community (landlord-tenant, contracts, insurance, etc.). Student Legal Services may not become involved in criminal actions; however, students in need of criminal representation may be referred to local attorneys.

Student Legal Services has a Students Rights Branch that specializes in problems between students and the College. These include disciplinary hearings, honor code violations, and grade appeals. Student Legal Services also provides general information concerning student rights and legal matters relevant to student groups and organizations. Services are available 10 A.M. to 4 P.M. Monday through Friday (at 216 Jamestown Road, 253-4863).

Environmental Law Group: Environmental law is one of the newest and fastest growing areas of legislative and judicial concern in this country. Marshall-Wythe's Environmental Law Group seeks to keep pace with this growth by assisting attorneys with research on the topic, by publishing and distributing a practitioner's guide to current Virginia and Federal environmental regulations, and by sponsoring programs annually with numerous experts in the environmental law field. Any law student may join the group, which is partially funded and sponsored by the SBA.

International Law Society: The purpose of this organization is to further understanding of International Law and interest in the practice of law in areas related to international affairs and commerce. To this end, the International Law Society sponsors the Jessup International Moot Court Competition and a speakers' program in which leading authorities in the field present their views to the Society. In addition, the Society compiles a list of potential job opportunities in International Law. Membership is open to all law students and faculty.

Moot Court: Moot Court provides law students with an opportunity to research and present simulated appellate arguments upon current legal problems, often those currently under consideration by higher courts of the state and federal systems. Students receive academic credit for participation and compete to represent Marshall-Wythe in the National Moot Court Competition. The school also sponsors the William and Mary Invitational Moot Court Competition which annually brings to campus a distinguished bench of federal judges. Moot Court is sponsored and partially funded by the Student Bar Association.

The American Trial Lawyer's Association: The William and Mary student chapter of the American Trial Lawyer's Association is open to all students who

have an interest in litigation. The chapter sponsors seminars and other programs designed to enhance the practical trial techniques of those who attend.

The Supreme Court Historical Society: The William and Mary chapter of the Supreme Court Historical Society is devoted to the study of the history of the United States Supreme Court. Educational programs and occasional field trips are conducted under the auspices of this organization.

National Lawyers Guild: The Marshall-Wythe chapter of the National Lawyers Guild provides a forum for the law school community to explore the interaction of the legal system with political, social, and economic realities. To this end, the group brings in films and speakers, and works on projects with other organizations in the college and community.

Post-Conviction Assistance Project: The Post-Conviction Assistance Project is one of the legal aid programs offered by the Marshall-Wythe School of Law. Any law student may work as a volunteer; any second or third-year law student may enroll for one hour of credit per semester for a specified amount of time spent working on the program.

There are two entirely separate and independent projects making up the P-CAP: assistance provided to inmates of state penal institutions in the eastern half of Virginia and to eligible prisoners at the Federal Reformatory in Petersburg, Virginia, with civil and criminal legal problems and with issues affecting their confinement. Both programs operate under the supervision and with the assistance of a law professor who is a member of the Virginia Bar.



STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1973, the College community--faculty, students, and administration--recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and are included.

Statement of Rights and Responsibilities

The unique nature of the college community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups--students, faculty, and administrators--are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all of the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to insure that, in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to insure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The following *Statement of Rights and Responsibilities* is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies, and procedures of the College, except as otherwise prescribed by local, State, or Federal law, shall be measured. No rule, regulation, policy, or procedure which is incompatible with or which contradicts this document may be enacted and any such rules, regulations, policies, or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this *Statement of Rights and Responsibilities* shall not effect the powers of the Board of Visitors as provided by law.

I

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.

B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to non-discriminatory treatment without regard to race, creed, sex, religion, national origin, or political belief.

C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.

a. The membership, policies, and actions of an organization shall be determined by vote of those who hold membership in said organization.

b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.

c. An organization shall be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President, or his delegated representative, and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.

d. Officially recognized organizations, including those affiliated

with an extramural organization, shall be open to all on a non-discriminatory basis without regard to race, religion, creed, national origin, sex, or political belief, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same sex and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.

2. Right to hold public meetings, to invite speakers to campus of his/her own choosing, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President, or his delegated representative, to reflect the educational purposes of the College and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place, and manner of such activities and allocating the use of facilities, but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free

of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:

1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.

2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to a higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty

of the charges, except in those instances when continued presence on the campus would constitute a threat to the health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:

1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.

2. The right to expect that all records of his/her association with the institution are treated as confidential.

- a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974 and information about other members of the College community which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President, or his delegated representative, and such others as are agreed to in writing by the individual concerned.

b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the individual concerned. Such decisions shall be made by the President or his designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.

c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I, C, 1c.

d. To minimize the risk of improper disclosure from students' records, the academic record shall

be maintained separately from other necessary student records. Transcripts of academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and refrain from using the institution as a sanctuary from the general law.

II.

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings are preserved and respected, an atmosphere which includes, without limitation, the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the

Board of Visitors and set forth in the Faculty Handbook.

2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.

3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however, that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards or evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.

5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.

6. Right to hear and study unpopular and controversial views on intellectual and public issues.

7. Right of the student to expect that information about his/her views, beliefs, and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.

B. Since student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:

1. Right to be free from prior censorship or advance approval of copy.

2. Right to develop editorial policies and news coverage.

3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic status of a student editor or manager shall not be affected, provided, however, that he/she shall remain subject to the provisions of Article I, Sections C-3 and D-3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of his/her associates.

III.

The College, through those who administer its affairs, has a special responsibility to insure that, in pursuance of its functions, the rights of all members of the

College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to insure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.

B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.

C. The College has the responsibility to insure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to insure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high

standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:

1. To make, from time to time, a clear statement of its purpose and goals.

2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.

3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, section E, 2a, or by the advice of legal counsel in instances involving possible litigation.

E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including, but not limited to*, the following:

1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.

2. The College has the right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.

3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not under-

taken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or office equipment for any political or other purpose.

IV.

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

INTERPRETATION PROCEDURE

On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities," and his memorandum of that date is an addendum to that Statement.

The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of *implementation* are the responsibility of various offices of the College "who administer its affairs." These offices, whose policies and

practices have been brought into conformance with the *Statement*, "have a special responsibility to ensure that. . .the rights of all members of the College community are preserved."

There are, however, instances in which the *Statement* must undergo occasional *interpretation* in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an "appropriate College authority designated by him" to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College community "should enjoy the same fundamental rights and privileges . . .except in those rare cases where . . . the rights or privileges. . .would be in conflict. . .with the goals and purposes of the College as an institution of higher education."

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or "an appropriate College authority designated by him."

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority shall take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision.

STUDENT AFFAIRS

AUTHORITY AND AGENCIES

General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls, the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Discipline Committee, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities, including those that prohibit hazing; malicious burning or destruction by explosives of any college building or any other malicious destruction of college property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the policy of self-determination for residence hall living (see page 65 for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an ex-

ercise in student responsibility, for one's self and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of, and circumscribed by, the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

GENERAL POLICY

Violations of Local, State, or Federal Law

Violations of local, State, or Federal law also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State, or Federal law shall result in disciplinary action by the College only if the President, or his designee, determines that such disciplinary action is necessary for the protection of other members of the College community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that public authorities do not prosecute alleged violations of local, State, or Federal law, or the President or his designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action through the College disciplinary process and, if the student is found guilty, a penalty ranging from reprimand to dismissal may be imposed.

When a student is charged with a violation of the law which is also a violation of College regulations, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action.

Failure to Comply with Directions of College Authorities

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official, who identifies him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the safety and welfare of the person or persons requested or others, or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College, constitutes a violation of College regulations for which penalties ranging from reprimand to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs constitutes violation of this regulation. In addition, refusal to appear, testify, or remain when requested before a College Discipline Committee or Honor Council shall also be considered a violation of this regulation.

Appeal Procedure

Any student found guilty of a violation of College or residence hall regulations by a staff member with disciplinary responsibilities, the Discipline Committee, or a Residence Hall Council, has the right to appeal the finding and the propriety of the penalty imposed to the President of the College or his designated representative. The persons, if any, whom the President may have designated as his representatives with final authority to hear particular categories of appeals are indicated in the appropriate section of this handbook. Appeals must be submitted in writing to the President or his representative within five calendar days of official notification to the student of the findings of the hearing board and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

POLICIES AND REGULATIONS

The following policies and regulations are specific applications of College General Policy and of public statutes with particular relevance for students and are not an exhaustive list either of College regulations or of applicable local, State, and Federal law.

Personal Conduct

Assault and battery, subjecting another person to harassment, abuse, threat, or intimidation are prohibited, as are hazing, pre-initiatory activities, or any other activities which subject another person to mental or physical discomfort, embarrassment, harassment, or ridicule. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Violations of Law

See "General Policy," pp. 42-43.

Student Identification

Failure on the part of a student to show his/her student identification card upon the

request of a campus police officer or other College official who identifies him/herself is a violation of College regulations punishable by penalties ranging from reprimand to probation.

Disruptive Conduct

A. Definitions

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but, to the extent feasible, to the public as well.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities:

A normal function is any lawful activity carried on by the College or conducted under the auspices of, sponsored by, or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs; the care, maintenance, and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation, nor knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include:

a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.

b. Noncriminal conduct which obstructs or disrupts a normal function, including the unreasonable obstruction of passage of others through corridors or at entrances and exits, other group assemblies which obstruct or disrupt, unauthorized presences in a building after normal closing hours or after notice that the building is being closed, physical detainment of a student or of a member of the administration, staff, or faculty against his will, the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the College, or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.

c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the re-

quest is necessary to the safety and welfare of the person or persons so requested or others or to the maintenance or restoration of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is the President of the College, the Associate Provost, the Dean of Student Affairs, the Director of Academic Support Services, and the Dean of any school or faculty, any member of the Campus Police Department and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request gives notice of the authority given him by the President.

d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of persons and property is disruptive conduct.

e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas) porches and window ledges and mechanical equipment rooms of College buildings are closed to all but authorized employees.

B. Penalty and Procedure

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the disciplinary procedures of the College. Conduct prohibited in Section A may result in the penalties of reprimand, probation, suspension or required withdrawal for a specific period, or dismissal, depending upon the gravity of the particular or absence of extenuating circumstances.

Damage to College Property

No student shall damage College property nor shall he/she remove College property from the place, or divert it from the use, to which it is assigned by the College. No property may be removed from the campus. College property for purposes of this definition shall include property owned or leased by the College and property placed by vendors in College facilities. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Responsibility for Guests

All guests are expected to abide by College regulations. The student is solely responsible for the behavior of his/her guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary. In addition, a penalty not less than reprimand nor greater than dismissal may be imposed.

Stealing and/or Damaging Personal Property

Stealing is the act of taking or appropriating, without right or leave, that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. Damaging another's property may also be a violation. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-college community. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Public Nuisance

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes public drunkenness, obscenity, and nudity. All pranks which cause or have the

potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others are unacceptable. Such pranks include, but are not limited to, water fights, shaving cream battles, indoor sports, etc. Penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance and a College staff member shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers, or possessions on campus shall be searched by College authorities unless there is reasonable cause to believe that a student is using his/her facilities for a purpose in violation of Federal, State, or local law or of College regulations. No student's room, office, locker, or possessions on campus shall be searched by College authorities unless a certificate authorizing the search has been issued and signed by the Dean of Student Affairs or, in the case of graduate students, the Provost. The certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.

If a student is confined to or brought to the Student Health Center because of a suicide threat, gesture, or attempt or because of severe emotional or psychologi-

cal distress, the staff at the Student Health Center has the right to inspect the personal belongings brought to the Student Health Center by or for the student and to remove any life-threatening items.

Alcoholic Beverage Policy

The College urges individuals and groups to refrain from excessive use of alcoholic beverages on the College campus or adjacent streets. It is worthwhile to note that students are subject to arrest and prosecution by civil authorities *on* campus just as they are *off* campus. College disciplinary action may also be taken for misconduct which results from the use of alcoholic beverages.

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. A copy of the law is available in the Office of the Director of Academic Support Services, James Blair Hall, and in the Office of the Associate Dean of Student Affairs for Activities and Organizations in the Campus Center.

Because the College permits the scheduling of events at which alcoholic beverages are served, the following regulations apply:

1. No person shall drink alcoholic beverages at or in any unlicensed public place. (For information on obtaining a license, please refer to the document entitled "Banquet Licenses for Banquets and for Special Events; Sections 4-2 (23a), 4-25(p) and 4-89(j), Code," available in the Office of the Associate Dean of Student Affairs for Activities and Organizations.) Public areas include the lobby and lounge areas of College residence halls to which the general public has access, rooms in the Campus Center, fraternity and sorority lounges/living rooms.

2. In order to convert public areas to private for the purpose of a social function, the following procedures must be observed:

a. The event must be placed on the College Calendar through the Office of the Associate Dean of Student Affairs for Activities and Organizations. The event must be scheduled at least three days in advance.

b. Signs must be posted on all entrances to the social event stating the name of the sponsoring organization and/or the title of the social event; these signs should indicate the private nature of the function and the restrictions on attendance.

c. The admission of guests should be supervised by members of the sponsoring organizations posted at entrances to the social function. Such supervision is facilitated at large gatherings if guests register their names on a list as they enter the social function or are admitted by ticket only.

d. No social events involving the distribution or sale of alcoholic beverages shall be scheduled for outside public areas to which entry cannot be readily controlled for purposes of making such areas private.

e. Food or refreshments of any kind (including set-ups, mixers, soda) cannot be *sold* at a social event where alcoholic beverages are being consumed, unless a license has been obtained by the procedure previously prescribed.

For violations of these regulations, the staff member with disciplinary responsibilities or the Discipline Committee shall have the power to enforce penalties ranging from reprimand to dismissal. In addition to individual sanctions, a group may be denied the opportunity to schedule an event if the group requesting the use of College facilities has previously violated these regulations.

Drugs

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

College regulations in conformity with Federal and State statutes governing drug use provide the following:

1. Manufacturing, merchandising, or providing others with drugs is prohibited. The penalty for violation of this regulation shall be not less than disciplinary probation nor greater than dismissal from the College.

2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Fires

Fires may not be started in campus buildings or elsewhere on the campus unless they are confined to approved fireplaces. This prohibition shall include burning of personal or organizational property. Under no circumstances may fires be ignited in student rooms. The penalty for violation of the regulation shall be not less than reprimand nor greater than dismissal.

Fire Safety

For reasons of safety, all fire equipment is to be used only for the purposes intended in its installation. Any tampering with fire extinguishers, fire alarm systems, smoke detectors or other fire equipment will be considered a violation of this regulation. In addition, not leaving or returning to a building when a fire drill is conducted or when an alarm is given will constitute a violation of the regulation. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Weapons and Fireworks

Firearms and other items generally accepted as weapons may not be kept on campus. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Motor Vehicles and Bicycles

1. Possession and Use of Motorized Vehicles

Students may not have motor vehicles (other than motorcycles and motorbikes) on campus unless they are eligible to register them.

a. the student does not reside in College-administered housing, OR

b. the student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR

c. the student resides at the Dillard Complex and has completed the equivalent of two semesters, OR

d. the student is also a classified or hourly employee of the College, is registered for less than five (5) credit hours, and is paid from the Student Work Budget, OR

e. the student, although otherwise ineligible, has obtained special permission (designated as *restricted permission*) through the Transportation Appeals Council. Forms are available at the Campus Police Department. Permission may be granted upon demonstration that a vehicle is indispensable for employment essential to continuance at the College, for physical disability, or for other essential College related needs. A student who brings a motor vehicle to Williamsburg without prior special permission, in anticipation of receiving that permission, its in violation of this Regulation.

Students who would be eligible for a motor vehicle under this regulation may not register a motor vehicle for another student who would not be eligible.

The penalty for a first violation of the automobile regulation shall be not less than reprimand nor greater than suspension for one semester and, for a subsequent violation, shall be not less than reprimand nor greater than dismissal.

College regulations require that all motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Traffic Advisory Council recommends and reviews regulations governing registration of vehicles as well as parking and traffic on the College campus. College motor vehicle regulations, procedures, and penalties are set forth in the pamphlet, *Motor Vehicle Regulations*. The operation of a motor vehicle on the College campus constitutes implied consent for College parking and traffic violations to be handled through informal disciplinary procedures with final written appeals to the Transportation Appeals Council.

2. Possession and Use of Bicycles

All bicycles owned or operated on campus must be registered with the Office of Campus Police, the City of Williamsburg, or some other legal jurisdiction. Violation of this regulation will be subject to the same fine as specified for failure to register a motor vehicle on campus.

All bicyclists are required to operate their bicycles in accordance to the same law that pertains to motor vehicle operation.

If a bicycle is operated at night, it must be equipped with a light on the front and a reflector on the rear.

3. Parking

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. In addition, the Campus Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle be destroyed. Vehicles impounded in this fashion may be recovered through the Campus Police Office.

For more detailed information, the student should refer to the pamphlet, *Motor Vehicle Regulations*, available at the Office of the Director of Academic Support Services and the Campus Police Office.

4. Jaywalking

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks and at intersections. However, jaywalking by pedestrians is not permitted. Jaywalking includes: standing, walking, or running in any street which is paralleled by an unobstructed sidewalk other than when crossing the street; standing, walking, or running in any street in careless or reckless disregard of traffic or of one's own personal safety, or in a manner which interferes with the flow of traffic. Where there is no sidewalk, pedestrians should walk on the side of the road facing oncoming traffic.

Public Performances

No person or group of persons shall represent the College in a public performance of any kind unless prior approval

has been obtained from the Vice President for Academic Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Solicitation by Students or Others

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Associate Dean of Student Affairs for Activities and Organizations. Approval for solicitation for non-students must be obtained through the Office of the Dean of Student Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than suspension.

Policy for Posters, Banners, Signs, and Demonstrations

Article I, Section C-2 of the "Statement of Rights and Responsibilities" guarantees to members of the College community the "right to hold public meetings, to invite speakers to campus . . . , to post notices, and to engage in peaceful, orderly demonstrations." The following guidelines are designed to regulate these processes (but they shall not be used as a means of censorship).

Recognized student organizations, departments and offices of the College, and members of the College community may place posters* on kiosks, bulletin boards and other specifically designated areas around the campus.

*(Posters shall be defined as signs, advertisements, handbills, announcements, and other information devices.)

Posters may be placed on campus bulletin boards with the following provisions:

1) They may not exceed 14 inches by 22 inches in size.

2) Must carry the name of the sponsoring organization and the date of posting (week of posting).

3) Posters should be removed at the end of two weeks unless an extension is granted.

4) No advertisement offering paid-for research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.

Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Associate Dean of Students for Activities and Organizations prior to hanging and may only be hung in certain designated areas with the following provisions:

1) They must carry the name of the sponsoring organization.

2) Banners may be posted for no longer than two weeks unless an extension has been granted by the Associate Dean of Students for Activities and Organizations.

3) Signs and banners which are hung near entry ways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.

Banners, signs, or posters may not be posted or hung on trees, poles, walls, doors, windows or fences without special permission. Unauthorized signs will be removed.

All signs, posters, and banners should conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.

Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may only be distributed outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

Violation of this policy by individuals or groups will result in disciplinary action. Penalty may range from restitution of damages to disciplinary probation and may include the removal of recognition for the sponsoring organization.

Demonstrations

The right to peaceful assembly is provided for and insured by the "Statement of Rights and Responsibilities". (Article I, Section C-2) In accordance with procedures developed by the Committee on Campus Facilities, Policy, and Scheduling, demonstrations must be scheduled in advance with the Associate Dean of Students for Activities and Organizations with a specific location, beginning and ending time, and name of sponsoring organization being provided.

Demonstrations may not block entrances to campus facilities nor the privilege of free passage to individuals. Should amplification systems be used they must meet acceptable volume levels depending on locations and time of day.

Failure to schedule demonstrations and/or failure to abide by requirements established as a condition for scheduling may result in penalties ranging from the loss of the opportunity to schedule events in the future to dismissal. (In addition, such events might also be considered a violation of the Disruptive Conduct regulation, in which case the prescribed penalties would apply. See pp. 44-45, Student Handbook)

Sexual Harassment

The following policy statement on sexual harassment has been approved by all the Faculties of the College:

Every member of the College community has the right to work, study, teach and conduct research in an environment free from sexual pressure of any kind. Sexual harassment is an infringement on that right and will not be tolerated in any form.

On the other hand, the College recognizes that interpersonal rapport between students and faculty is a natural and desirable aspect of the college experience. Faculty should

be aware, however, that a situation in which they have a dual relationship with a student -- a professional as well as a less formal relationship -- has the inherent potential for exploitation. Particularly astute judgment should be exercised when a faculty member is in a position to give grades, letters of recommendation or grants to a student with whom he or she also has a less formal relationship. In the view of the College, the above described dual relationship is clearly subject to exploitation due to the power imbalance involved.

Any student with a grievance within this policy should first inform immediately the offending party of the unwelcome character of the behavior. If the behavior persists, or if there are any apparent reprisals, the student should inform the relevant department chairman or dean who, within standing procedures governing imposition of sanctions for misconduct of a faculty member, is charged with responsibility for making inquiries and, if the evidence warrants it, prosecuting the matter within stipulated *Faculty Handbook* procedures.

For a student who believes he or she may have been sexually harassed but is uncertain as to whether a complaint is justified or whether he or she wishes to initiate a formal grievance, it may be helpful to discuss his/her concerns confidentially and informally with the Director of Equal Opportunity and Affirmative Action Programs or with a staff member at the Center for Psychological Services or with another member of the Student Affairs staff.



Medical and Emotional Emergencies

(See *Student Health Center*, pp. 16-17).

Prime Computer Utilization

Students at William and Mary may use the academic computing PRIME system for any school-related and non-commercial activities; each student has his/her own account on the PRIME system. In addition to class assigned work the computer may prove useful for electronic mail, sharing projects with class members, word processing, or developing solutions to lab assignments, for example.

The Computer Center has instituted regulations to ensure 1) that each individual using the computer can be confident in the privacy of his/her work and materials; 2) that no one will be unwillingly subjected to the abusive behavior of others using the system; 3) that the resources available to the community are not consumed by a few individuals; and 4) that 'electronic vandalism' does not destroy the computer of its programming.

Privacy and Security

In principle, the account owner is responsible for any activity done under that account. In fact, of course, people occasionally steal passwords and use others' accounts. It must be clear that the USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) IS CONSIDERED THEFT. There are appropriate ways of sharing projects and files; the Computer Center staff can help you with them.

Security on the PRIME system is controlled through your password. In order to give you an account the Computer Center created a password for you, but you should change it as soon as convenient so that you are the only person who knows it. Please, CHANGE YOUR PASSWORD FREQUENTLY.

Abusive Behavior

Occasionally, users have complained of someone's using the computer to harass them in some way, for instance, sending computer mail that is abusive, obscene, threatening, or just plain nuisance. At other times users have been offended by obscene, vulgar, or derogatory output that has been

prominently displayed on a terminal screen or printed and left in public output areas. Even without trying to snoop, it is impossible for other users or operators to separate and file output without seeing it.

Abusive behaviors are not permitted, and generally come under College regulations regarding Public Nuisance and Personal Conduct. When someone complains of behavior that seems to be a misuse of the computing facilities, the Computer Center Staff will investigate it and do what is necessary to ensure that such misuse does not continue.

Control of Resources

Students must respect the needs of others when using the computer. The areas where judgment is required include using input and output devices and loading the system.

Input Devices

The chief form of input device is the public access terminal, of which there are about 150 in 8 labs around the campus. During some times of the semester all these terminals are in use and there are lines of people waiting. Whenever there are insufficient terminals for those with assignments involving computer use, computing unrelated to course work, particularly game playing, must be curtailed.

Output Devices

The printing resources are frequently overburdened, so there are guidelines in effect at all times. The regulations vary according to printer (the faster ones have higher limits) but in no case may Computer Center facilities be used to print multiple copies of social organization newsletters (including mailing lists), private business matters, and personal communications. Duplication of these materials must be performed by means other than computer printer.

Loading the System

Particularly during the busier times of the semester programs which use great amounts

of computer power drastically interfere with the abilities of others to get their work done. Accidental overuse of computer power will not be penalized, but students are responsible for avoiding recurrence of this type of inefficiency.

Electronic Vandalism

The operating system controlling the PRIME computers restricts the power of users to interfere maliciously with the rights of others. No shared computer system, however, can be made impervious to concerted efforts to destroy it. Users may not modify the operating system or their privileges under it in any way. Changing the operating system is fundamentally the same as destroying the computer itself, and is destruction of college property.

Violation

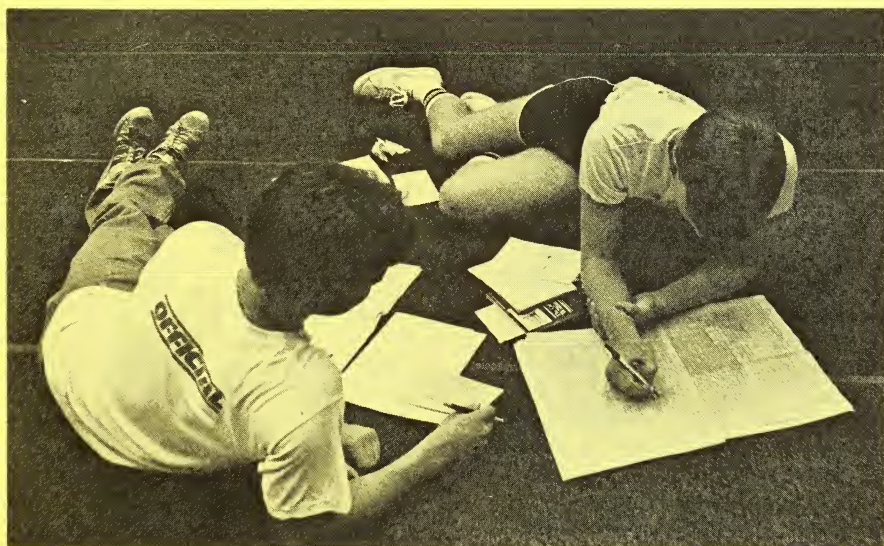
Violations of the rules of computer use generally will result in the user's meeting with a member of the Computer Center staff to clarify the nature of the violation and how to avoid it again. In order to ensure that such a meeting takes place, the staff of the Computer Center will standardly close all access to a student's account and his/her

files whenever there is a policy violation. Normal access will generally be allowed after the student and a staff member have met to discuss the issue. In some cases immediate referral to the College disciplinary authorities will be made by the Computer Center staff. All repeated violations will be referred to College disciplinary.

A detailed summary of Computer Use Regulations is available from the Computer Center. Users may also type 'help rules' for online documentation of the regulations in particular areas.

Language Requirement Exceptions for Handicapped Students

Students with documented learning disabilities, aural/oral impairments, or other handicaps which make the study of a foreign language impossible or unreasonably difficult should meet with the Associate Dean of Student Affairs (JB 209) upon matriculation and petition the Committee on Degrees to modify the foreign language requirement. Guided by test results and the recommendations of professionals, the Committee may allow the substitution of other appropriate courses. Except under extraordinary circumstances, substitution of courses will not be approved after pre-registration for the senior year.





OFFICE OF RESIDENCE LIFE

Student Housing Agreement 1984-85

The staff of the Office of Residence Life has the overall responsibility for management of the student residences. Specifically, the office has budgetary responsibilities for each of the halls — including such areas as the condition of the buildings, their up-keep, and the purchase of new or replacement furnishings as well as a residence hall staff assigned to work in the buildings. Questions concerning room assignments, residence hall student staff, hall government, and residence hall programs should also be directed to the Office of Residence Life.

A. CONTRACT PROVISIONS

I. Residence Requirements

- a. All freshmen students, except those who commute daily within a 30 mile radius from the homes of their parents or legal guardians, are required to live in college housing. Freshman status for the purpose of this policy is defined as residence in college housing for less than two semesters. All other students may choose to live off campus. Unclassified students and those carrying a part-time program of studies are not normally eligible for accommodations in college residences except on a space available basis.
- b. The movement of a freshman student assigned to a freshman residence hall to an upperclass residence hall is not permitted except under seriously extenuating circumstances.
- c. A student is not permitted to occupy any residence hall space without prior written permission from the Office of Residence Life.
- d. Violation of these requirements will be punishable by penalties ranging from reprimand to dismissal and may include the loss of eligibility to reside in college housing in the future.

II. Contract Periods

- a. The terms of this contract shall be from the date of occupancy (or from the time keys are issued) until 12 noon on the day following Commencement in May of each year. In the event of graduation, withdrawal from the college, or a resident being discharged from the hall, this lease agreement is terminated immediately and, after the expiration of 48 hours, the College shall be entitled to immediate possession of these premises. The residence halls are not open for occupancy during the Christmas holidays (with the exception of Ludwell Apartments). During the Thanksgiving and spring recesses, selected buildings are open on a limited basis for students who need to remain in the area and who have prior permission.

This is a legally binding contract and is specific to the room indicated on the Room Contract card. All students should familiarize themselves with the terms, conditions, and regulations which are in this statement. Prior to occupancy, contract cards must be signed and dated as evidence of acceptance of the terms, conditions, and regulations of this contract. Failure to pick up a key and/or meal ticket does not release the student from this contract. Space shall be held only until the end of the first day of classes, unless prior written notification of late arrival is given to the Office of Residence Life. This contract agreement is for one academic year (August through May Commencement or from the date of occupancy through May Commencement) and cannot be broken midyear.

III. Housing Request

a. Deposit Fees

1. Room Reservation Deposit

To request a room in a College residence, a returning student must pay a \$100 deposit by the advertised deadline

date and sign a lease with the College at the time of assignment to a room. This \$100 Room Reservation Deposit serves as the student's indication that he/she wishes to reside in College housing. It is NON-REFUNDABLE, except in the event the resident is suspended, required to withdraw, expelled or academically dropped from the College; is selected to participate in an approved overseas study program, enrolls in the Venture Program or is unable to enroll due to illness. Additionally, refunds will be available to students who plan to transfer and to the roommate of students eliminated from the lottery process (only if both parties request a refund in order to move off campus together). In either case these refunds will only be approved up until 5 p.m. the evening prior to the first day of the Room Selection Process. In all cases refunds shall be authorized on the recommendation of the Dean of Student Affairs. Upon occupancy of the assigned accommodation, the Room Reservation Deposit shall be credited toward the total room rent due to the College.

2. Room Damage Deposit

As a condition of room occupancy all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of rental agreement, if and when the resident will not be residing in a College residence hall during the subsequent semester. Damage claims upon final departure will be deducted from the \$75 deposit. Damage charges during occupancy will be billed directly to the student. All bills must be paid by their due date except when a letter of appeal has been filed with the Assistant Director of Residence Life according to the procedures set forth in Section VI. b. "Damages". Failure to clear outstanding bills will be considered a violation of the Room Contract and may result in (a) disciplinary action by the Associ-

ate Dean of Students, (b) ineligibility for participation in the room selection process or special interest housing membership, (c) ineligibility for official check-in procedures, i.e., obtaining key/card key, and (d) withholding of registration materials.

IV. Room Selections

Undergraduate: Upperclass students who pay the Room Reservation Deposit by the designated deadline choose rooms with the roommate(s) of their choice during a room selection process. Lottery numbers are assigned by computer to determine the order of room selection within each class. Since the College may have more students paying deposits than can be housed, some "selecting out" typically occurs during the early spring. However, even these individuals are generally offered space after the room selection when attrition makes this possible.

Freshmen: Freshman room assignments are made during the summer and roommates assigned on the basis of a survey. All freshman residents are required to sign a contract card upon arrival on campus and prior to occupying a room.

Former Students: Former students are readmitted to the College as day students and should request housing by May 15th in order to be considered for fall housing. They will be placed on a waiting list for housing in order of receipt of a Housing Request Card. Former students are required to pay the \$100 Room Reservation Deposit after housing is accepted.

Transfer Students: Transfer students are admitted to the College as day students. Limited College housing is available for transfers. Upon acceptance of admission, a transfer student must send in a Housing Request Card to the Office of Residence Life to be considered for College housing. A lottery is held in June to select transfers for the spaces available. Those students

not offered housing during the transfer lottery are put on a waiting list and offered housing on a space available basis.

Graduate Students: College housing is available to graduate students on a limited basis. Graduate Students who have been newly admitted and wish to request College housing must submit a Housing Request Card to the Office of Residence Life. Graduate Students currently enrolled who pay \$100 Room Reservation Deposit by the designated deadline, may participate in the graduate room selection that takes place in the spring. (The Office of the Associate Dean for Minority and Commuting Student Affairs maintains a list of some off-campus housing available in the community.)

V. Room Rent

a. *Rents and Adjustments*

The resident agrees to pay the College in advance, on a semester basis, the rent established for the room which is assigned. The initial rate for assigned space at which the resident is billed, except for clerical error, is guaranteed for the entire academic session unless the occupancy level of the room changes or the resident changes to another room and the rate for the new room is different, then a refund or additional payment will be required. After October 31st (Fall) or after March 15th (Spring), room rate adjustments are not made.

If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Office of Residence Life will exercise the right to fill the vacancy. If spaces are not needed at the time, the resident may choose to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to cost of the current rate plus the prorated amount of one half the cost of the remaining half of the room.

The Resident is not permitted to transfer or sublet his/her assigned premises.

b. *Withdrawal*

Should the resident withdraw from the College or its residence halls for any reason or be discharged from the College or its residence halls on account of breach of any of the obligations of the resident in the rental agreement or for other reasons, the resident shall vacate the residence hall within 48 hours. Exceptions to this provision may be authorized for good cause by the Director of Residence Life. Exceptions shall automatically be granted in the event that the resident has an appeal pending before the proper authority, the outcome of which could affect eligibility for residence.

c. *Refunds*

If the resident withdraws from College during the course of the semester, refunds of the room rent shall be granted in accordance with the provisions explained in the current edition of the College Catalog. No refunds shall be given to persons who are required to withdraw by the College because of a failure to meet obligations under the contract agreement or for other reasons, who withdraw after the first 60 days of the semester, who are discharged from residence, or who, while remaining enrolled at the College, move out of the residence hall.

d. *Changing Rooms*

Requests to change rooms or roommates must be approved by the Assistant Director of Residence Life. The Resident may not move his/her residence from one room to another without prior written consent from the Office of Residence Life. Violation of this requirement shall result in a \$25.00 charge and is a violation of the lease agreement punishable by disciplinary action or termination of the Housing Contract. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester.

VI. Room Inspections, Damages and Repairs

a. *Room Condition Reports/Inspections*

All residents must inspect their rooms at the time of occupancy and record in detail any damages and/or deficiencies that exist in the room on the Room Condition Report (R.C.R.) supplied by the Office of Residence Life. Although your R.A. may have done a preliminary check of the room and made notations on the R.C.R., you should thoroughly check your room and verify that all damages and/or deficiencies are documented. Your signature on the R.C.R. implies that the conditions recorded at check-in are accurate. The Room Condition Report will be kept on file in the Office of Residence Life the duration of time that the student occupies the room. A final inspection will be done by the Area Coordinator, after final departure by the resident, to determine any additional damage done to the room since the initial completion of the R.C.R.

The resident(s) of the room will be responsible for any damage or deficiency in the room at the time of final inspection that was not recorded on the R.C.R. at the time of occupancy.

Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students who occupied the room where appropriate unless the identity of the person(s) responsible for the deficiency is known and verified in writing. If one or more roommates assume financial responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by all roommates must be submitted to the Area Coordinator indicating who specifically should be charged. Charges will not be assessed to one roommate based on one roommate's claiming another responsible.

b. *Damages*

The resident (and his/her roommate where one is assigned) is liable for

damages to his/her room, damage to the furnishings and fixtures which the College places therein, and loss of such furnishings and fixtures. Likewise, the resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for appropriate repairs by the College (reasonable wear and tear is accepted), or for its replacement, unless the identity of others responsible for the damage or loss is known. This liability extends throughout the designated contract period regardless of the resident's date of checkout at the end of the year. For this reason, students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. Keys and card keys should be turned in to either the Area Coordinator or Head Resident. Keys and card keys should never be given to the RA's. At final checkout, keys must be received by the Area Coordinator by 12:00 noon on the day following Commencement or the resident will be assessed replacement and core change charges.

Pictures, maps, pennants, posters, and the like should be hung from picture moldings, bulletin boards, or tack strips when these are provided in the rooms. Where tape is used, it must be removed by the resident before final departure from the room, and the resident shall be charged for removal of any excess trash or residue which remains or for any damage which results. Nails and screws used on the walls, woodwork, or furnishings shall ordinarily be considered damage. Markings on the walls, floors and ceilings, woodwork or furnishings, or painting the same without prior written approval of the Assistant Director of Residence Life shall be considered damage and shall be charged accordingly. If College furnishings or fixtures have been removed from the room, they must be returned and reassembled as found at check-in or the resident(s) will be assessed for charges to replace or reassemble such furnishings or fixtures. It is expressly under-

stood that this list is not inclusive of all damage which could occur and result in personal liability. It is also understood that the resident is financially and legally responsible for any damage or loss which he/she may cause to the common areas of the residence halls and their furnishings including vending machines and other equipment placed in the residence halls as a convenience to the residents.

The resident agrees to pay, as additional rent to the College, the resident's prorated share of the College's cost to repair and maintain common areas which, other than ordinary wear and tear, are needed, unless the identity of others responsible for the damage or loss is known. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths, and lounges. When damage results the student will be billed directly for the repairs. Damages may also result in disciplinary action which will be referred to the Associate Dean of Students. Those students who are found guilty of malicious vandalism or theft may be denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact *in writing* the Area Coordinator for the building in which the alleged damage occurred to verify the charge.
2. If the matter is still unresolved, contact *in writing* the Assistant Director of Residence Life to initiate the appeals process.
3. Appeals will be heard by the SAC Appeals Board consisting of three representatives from the SAC (one of whom shall serve as the chairperson) and the Assistant Director of Residence Life.
4. The Student Activities Council's decision may be appealed *in writing* to the Associate Dean of Students.

5. Charges must be appealed *in writing*, within thirty days of the date of the bill. Bills received during the summer must be appealed *in writing* before the second Monday in September.

c. *Repairs*

Any request for maintenance assistance should be directed to the R.A. for the building in which it occurs. The staff member shall file a work request with the Department of Buildings and Grounds. If the maintenance problem has not been resolved within a reasonable amount of time, a second work order should be submitted to the R.A. If the maintenance is not performed after the second work order has been submitted, the Area Coordinator should be notified of the problem and given the opportunity to resolve the problem. If the deficiency or damage then is still not remedied the following procedure is prescribed:

1. Report the matter to the Assistant Director of Residence Life. If the matter is still not resolved, the resident may appeal to the Assistant Director of Residence Life for a change in room or other form of solution.
2. If the matter is still not satisfactorily resolved, the resident may appeal to the Assistant Director for a rent rebate. Rebates are granted only in cases where the resident has proven the College to be negligent or unresponsive in the solution as outlined in the above procedures. The decision of the Assistant Director concerning the rebate may be appealed to a special Appeals Board consisting of three student representatives from the SAC (one of whom shall serve as the chairperson) and the Assistant Director of Residence Life. The decisions of the Board are final subject to legal restraints.

B. GENERAL PROVISIONS

I. Facilities

The College shall provide accommodations in structurally sound and habitable condition, subject to normal wear and tear, and shall provide routine and usual maintenance of that space, its furnishings and fixtures, including such interior painting as may be necessary to preserve and protect the premises and present an acceptable appearance. It should be noted that the cost of any interior painting which is required because of vandalism or abuse will be charged to the resident. While the College will be responsible for the regular maintenance and housekeeping of all public area space, it is expressly understood that upon occupancy the resident is responsible for the daily care and cleaning of the room in which he or she resides.

The College shall provide electrical power, heat and water and maintain these utilities under controllable conditions.

The College shall provide and maintain hall baths for use by the occupants of those rooms which do not have private or adjoining baths. Likewise, each residence hall, except for Ludwell Apartments, shall have designated, multipurpose, common use rooms for the convenience of the residents. It shall be the responsibility of the College to provide the routine and general maintenance of these areas as well as all public area space.

II. Furnishings In Student Rooms

Each room is provided with one bed, springs, mattress, desk, and chair per student. The College also provides a dresser or chest of drawers as appropriate (where two students are assigned to a double room, one large dresser or chest may be provided for the two). Other furnishings will vary according to the individual residence hall.

Some students may wish to construct lofts in their rooms. Students must

complete a "Loft Construction Application" form, available from the Office of Residence Life at check-in, prior to construction of the loft. Failure to complete this form or to abide by its constraints is a violation of the room contract. Lofts must be free-standing and they may not be attached by nails or bolts to walls, ceilings, or floors. Students shall not stack their beds on top of dressers, desks, or other furniture in order to construct a loft.

III. Keys and Security

The resident shall secure a room key and a card key (or front door key as may be appropriate) from the Office of Residence Life. Residents shall be asked to sign a receipt indicating that they have picked up their key(s) and/or card key. Upon withdrawal, when moving from one residence hall and/or room to another, at the close of each session, or upon request from the Director of Residence Life, *the keys must be relinquished promptly to the Office*. If a card key is lost or not returned when the student leaves housing, an additional \$5.00 charge shall be required to cover the replacement. If a key is lost, a \$15.00 charge shall be required to cover the expenses of a core and key(s) replacement. If a resident's key is not returned when he/she leaves College housing (at the end of the session or otherwise) \$15.00 shall be charged. In all three instances the amount will be billed directly to the student, except at the time of final departure from College residences when the amount is deducted from the damage deposit refund. Only originally issued keys will be acceptable upon departure. Any copies will be considered illegal keys and a core charge will automatically be required.

IV. Security

An electronic card key or other security system is employed in the residence halls for the protection of the residents. While College is in session all the residence halls shall be secured to include these hours: Sunday through Thurs-

day, 12 midnight to 7:00 a.m.; Friday and Saturday, 1:00 a.m. to 7:00 a.m.

Individual residence halls may be closed at earlier hours and reopened at later times should the residents so elect.

For reasons of safety, the roofs (except for those buildings with specifically designated sun decks) porches and window ledges, and mechanical equipment rooms of all College buildings are restricted areas, and they may not be entered without the expressed written consent of the College employee responsible for the building.

V. Security in Rooms

Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, doors should be kept locked at all times when the residents are out or asleep. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the *Student Handbook*). Late night meandering in the hallways or working alone in areas of the residence hall other than the resident's own room should be avoided. Individuals observed in the hall who are neither residents nor their guests should be reported to the R. A. or Campus Police immediately.

VI. Storage

The College will not normally be able to store College furnishings outside the resident's room. Since storage rooms do exist in some buildings the student may move furnishings to these locations with the understanding that they must inform a residence hall staff member in the building prior to such moves and have the items returned to the room prior to their exit. In addition, personal belongings may be stored in these selected storage areas of the residence halls only during the academic year. All personal belongings

must be removed from these storage areas at the end of the regular academic school year. The College will discard or auction any items not removed from these areas.

a. Summer Storage

Summer Storage will be very limited and restricted to the following areas: Landrum Attic, Unit B Fraternity Complex Basement, Munford Basement and Cabell Basement. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items must be in trunks or locked metal containers labelled with your name, dorm address and date. Lofts may also be stored but must be disassembled and securely bundled. Access to items stored over the summer may not be gained until the official opening of the residence halls in the fall.

Note: Storage is at your own risk. The College is not responsible for theft or damage. Therefore, everything placed in storage should be locked and secured.

VII. Laundry and Linen Service

The College does not provide laundry or linen service to its residents. Students may rent linens from a College contracted agency that services the campus weekly.

Most of the residence halls are equipped with coin operated washers and dryers. All laundry facilities on campus are open to all residents and commuting students while the residence halls are open.

VIII. Electrical Appliances

- a. Air conditioners are not permitted unless a medical exemption is provided by the Student Health Service to the Office of Residence Life prior to installation.
- b. Only refrigerators which meet the following specifications will be permitted in student rooms:
 1. Maximum capacity of 5.8 cubic feet.
 2. Maximum average of 1.6 amperes.

3. Underwriters Laboratory (UL) or equivalent certification label.

- c. Any non-cooking appliance requiring more than 1000 watts of electrical power is prohibited in the halls. Amperage levels for the electrical wiring are coupled between rooms in the residence halls; overloading of circuits by appliances in excess of this recommended wattage may cause short-circuiting and possible fires.

Each student who has a refrigerator is urged to be careful in its operation. Reasonable care of the cleanliness of the unit, including defrosting, should occur as well as periodic checks on the wiring to insure safe operation. All refrigerators must be defrosted and unplugged over the Christmas Break.

IX. Insurance

The College assumes no liability for students' personal possessions as a result of theft, damage due to fire or water, nor other such conditions. IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.

X. Animals

Animals are not permitted in the residence halls or otherwise on the College premises to preserve the health and safety of the residents.

XI Bugs

The residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator service to respond to specific insect problems. This service may be requested through the R.A.

XII. Commercial Enterprises

Residents may not solicit or operate a

business from their room nor elsewhere in the residence halls without prior written approval from the Associate Dean of Students for Activities and Organizations.

XIII. Motorcycles and Bicycles

Motorcycles or other motorized vehicles are not permitted in the residence halls. Bicycles are permitted in the halls only where a place for that purpose has been designated by the Office of Residence Life. It is expressly understood that Campus Police reserve the right to remove vehicles in violation of this provision and should such removal be required, the College shall not be held liable by that resident for damage to the vehicle or by the device used to secure it, which might occur during removal. Vehicles impounded in this fashion may be recovered through the Campus Police Office.

XIV. Fire Works, Firearms, and Weapons

No firearms, weapons, fireworks nor explosives are permitted in the residence halls or elsewhere on the property or the grounds of the College.

XV. Painting Rooms

The College will consider painting the student's room during his/her occupancy if the student files a work request with the residence hall staff. Student rooms are normally painted once every three years but may be painted more frequently if necessary. If the student prefers to personally paint his/her room, prior written approval must be secured from the Assistant Director of Residence Life. Paint in approved colors only will be provided. Failure to follow these procedures will result in a damage charge.

XVI. Water Beds

Water beds are prohibited in student rooms.

XVII. Guests

Guests are expected to abide by all College and residence hall rules and

regulations, including the appropriate provisions of the housing contract. The Resident is solely responsible for the behavior of his/her guests, including restitution for damage to College facilities. Overnight guests may stay with the Resident for a maximum of three consecutive days at any one visit.

XVIII. Room Searches

A resident's room or possessions on campus shall not be searched by College authorities, unless there is reasonable cause to believe that a resident is using his/her room for purpose in violation of Federal, State, or local law or of College regulation, and unless a certificate authorizing the search has been issued and signed by the Dean of Student Affairs or, in the case of graduate students, the Vice President for Academic Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.

It is expressly understood that routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance and a Resident Assistant shall be asked to accompany the inspector. The Resident's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs by filing a Work Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs requested.

Also, bonafide police agencies have the authority to conduct searches or to make seizures or arrests when acting in accord with the provisions of the Code of Virginia.

C. COLLEGE REGULATIONS

The Dean of Student Affairs, Associate Dean of Students, Director of Residence Life, Assistant Directors of Residence Life, and the staff of residence halls (Area Coordinators, Head Residents, and Resident Assistants) are responsible for enforcing the following regulations. Willful violation of these regulations shall result in a penalty ranging from a reprimand to dismissal unless otherwise specified.

I. Conduct

Conduct which violates the regulations of either the College or appropriate Residence Hall Council is prohibited. If the conduct is in violation of a regulation established by a Residence Hall Council, that body shall have original jurisdiction in the matter.

II. The Resident shall abide by the regulations of the College and those established by the Residents of the building in which he/she resides. In addition, no unlawful or illegal activities shall be conducted or permitted on the premises.

It is expressly understood that violation of the terms of the rental contract by the Resident may result in penalties ranging from oral reprimand to the Resident's being discharged from the College's residence halls. The College is under no obligation to re-enter a lease agreement with a resident whose contract has been previously terminated due to a failure to abide by the conditions of the lease.

Where appropriate to assure the personal safety of the Resident and/or other Residents, with proper notification and adherence to due process, the College reserves the right to remove a student from his/her residence hall.

If for any reason occasioned by strike, earthquake, accident, flood, riot, emergency, or act-of-God, the College is unable to provide adequate housing,

either party shall have the right to cancel this agreement with no liability to the Resident or to the College, save for contracted commitments due prior to the date of cancellation.

Should the College find it necessary to invoke this cancellation provision, the Office of Residence Life will attempt to identify and provide alternate housing for each student whose contract is terminated. A refund of the room rent will be made (in accordance with the schedule printed in the College

Catalog), if the student chooses not to accept the alternate housing offered by the College or if the College is unable to offer alternate housing.

State Law requires that the College not be held liable for any loss or damage to property resulting from fire, theft, casualty, or any cause, or for personal injury occurring within the leased premises. Residents are encouraged to carry private insurance on their personal possessions.



Violation of these principles by individual students shall result in penalties ranging from removal of privileges to suspension, upon the decision or recommendation of the Residence Hall Council or that of the Associate Dean of Students.

1. Principles of Self-Determination

The College's dedication to the liberal education of the whole person is reflected in its program of residential hall life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enhance and enrich each student's educational experience. Under the policy of self-determination, the residents of each unit develop guidelines and procedures of governance for living which will both allow for individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation by all guests.

Visitation is designed to allow individuals to visit each other temporarily and briefly in the privacy of their own rooms. Visitation must not interfere with the privacy and freedom of roommates. It is assumed that each visitor to a residence hall will be a welcomed guest of a resident of that hall.

Each resident shall have freedom of movement in or out of his/her residence

hall and the right to determine the hours of such movement.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

2. Functions of Residence Hall Councils

a. Composition and Organization of Councils

After the first week of classes, but no later than the fourth week of the academic session, each upperclass residence hall (units of Botetourt and Randolph and sorority and fraternity houses are considered as individual residence halls) shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the unit. Election of councils in the freshman residence halls shall be deferred until the third week of classes but may not be delayed beyond the sixth week of the session.

In each residence hall prior to election and training of the Residence Hall Council, the R.A. staff for the residence hall will fulfill the judicial role as a group. After reading period begins each semester, the Residence Hall Council may delegate its judicial function to the R.A.'s again, if desired.

The officers of the Residence Hall Council shall be chairperson, vice chairperson, secretary and/or treasurer, and whatever other positions are deemed necessary. The Area Coordinator, Head

Resident and/or Resident Assistant responsible for the residence may serve as advisors to the Council. Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member, and the election to determine the status of the member must be held within ten days of the receipt of the position.

b. Programming Function of the Council

1) The Residence Hall Council has the responsibility for organizing the social, cultural, and recreational activities of the residence hall. The Council has the right to appoint the committees necessary to this function

and the right to establish dues and receive contributions as a means of support for its programs.

2) The Residence Hall Council has a responsibility to ensure the maintenance and enhancement of a living-learning community in the residence hall compatible with the academic objectives of the College. As such, it should arrange for programs of an educational and informative nature in the residence hall, according to the needs and interests of the residents, and appoint committees necessary to accomplish these ends.

c. Governance Function of the Council

1) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to hold a referendum to determine the guidelines of the housing unit subject to the following considerations:



a) Guidelines in upperclass residence halls must be written and submitted to the Committee on Self-Governance by the end of the fourth week of fall classes. The preparation of guidelines in freshman residence halls shall be deferred until the third week of the fall semester.

b) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations, and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision and to re-open them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

c) All rules and regulations established by the unit must be determined by a majority vote of all the residents taken by a secret ballot.

d) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by 10% of the residents of the unit. Such referendum must be held by the Council within ten days of its receipt of the petition.

e) All rules and regulations established by the Residence Hall Council (including the range of penalties to be imposed for violation of same) shall be printed and

distributed to each room, as well as posted in the residence hall. A copy of all such rules and regulations must also be filed in the Office of Residence Life.

f) During March each year, each Residence Hall Council will review its Guidelines and submit to the Committee on Self-Governance proposed Guidelines for the following year. Except for visitation hours in freshman buildings, all appropriate portions of the Guidelines shall be included. Each Residence Hall Council must elicit input from each hallway (or building) prior to the preparation of the Guidelines.

2) Until guidelines are established and approved for the residence hall, each fall, the guidelines approved during spring semester shall be observed. These guidelines for the thirty days shall be drafted in the previous spring by a committee of Student Association Council and approved by the Committee on Self-Governance, consisting of the Associate Dean of Students, Director of Residence Life, a representative from the Board of Student Affairs, a representative from the Student Association, and a representative from the Student Association Council.

The Committee on Self-Governance shall review all guidelines prepared by Residence Hall Councils to determine their compatibility with community standards and those established in the *Statement of Rights and Responsibilities*. The Committee may withhold the privilege of self-determination from any residence unit which does not develop guidelines within the first thirty days (six weeks in the case of freshman units) or which adopts guidelines that are inconsistent with the standards stated

above. Likewise, during the year, this same committee is empowered to review charges that a Residence Hall Council has failed to implement properly its approved guidelines and to recommend to the Dean of Students that the privilege of self-determination be removed or restricted until the situation has been corrected.

3) In the enforcement of residence hall regulations, the Council is empowered to hear cases involving *residents of the units and non-residents* as well, subject to the observance of the following procedures:

a) The Residence Hall Council may administer penalties of restriction or removal of privileges, of task participation, of written or oral reprimand, and other penalties short of disciplinary probation, such as requirement of financial reimbursement to the College or other residents of the hall for damages, recommendation to the Director of Residence Life that a resident's room contract be immediately terminated or not renewed at a subsequent time, or that he/she suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year, or be denied exempt status in the selection process if such a penalty is applicable. Serious infractions or repeated violations shall be referred to the Associate Dean of Students with or without a recommendation of penalty.

b) In the conduct of hearings, the principles of fair play and due process must be adhered to at all times. The Chairperson of the Residence Hall Council shall appoint

one member of the Council to act as investigator, who shall present the evidence to the Council at the hearing and shall direct questioning of witnesses, but who shall not be present while the members of the Council hearing the case deliberate their finding and the penalty to be imposed, if any. In general, these hearings should conform to the procedures which have been established for the Discipline Committee of the College (see p. 70).

c) At any time during the hearings of the case, the Residence Hall Council may refer the incident to the Associate Dean of Students.

d) A student found guilty by a Residence Hall Council of violating residence hall regulations may appeal the finding and the propriety of the penalty imposed to the Associate Dean of Students, whom the President of the College has designated as his representative with final authority to hear such appeals. Appeals must be submitted within five calendar days of official notification of the findings of the Residence Hall Council. The Associate Dean of Students may extend the period within which to file an appeal for good cause. Appeals must be in writing and must clearly state the reasons advanced for reversal or modification of a decision.

e) A written summary of each case shall be submitted to the Associate Dean of Students. Access to these records shall be limited to the accused, the Chairperson of the Council hearing the case, and to

those College officials and committees engaged in the disciplinary or appeal process.

f) Each student has the right to counsel with a member of the Dean of Students' staff concerning problems arising from self-determination. In addition, when an issue of genuine sensitivity exists, the Associate Dean of Students has the power to hear the matter independently of the Residence Hall Council. In such instance, the Associate Dean shall handle the case only after conferring with the Chairperson of the Council normally having jurisdiction over the student(s) involved.

d. Recommendation of Physical Improvements

The Residence Hall Council has a responsibility to represent the residents of the unit in matters which pertain to needed physical improvements in the residence, especially in the case of those which require long-term planning.

e. Fire Drills

A report on the fire drill will be distributed by the hall council officers to all residents of the buildings within two weeks after a fire drill has been conducted.

**ADMINISTRATION OF
UNDERGRADUATE POLICIES
AND REGULATIONS**

1. Basic Policy

The discipline of the College is vested in the President by the action of the Board of Visitors. The President has empowered the Associate Provost, the Dean of Student Affairs, the Director of Academic Support Services, the Associate Dean of Student

Affairs for Activities and Organizations, the Area Coordinators, and other persons as designated, to exercise limited disciplinary authority (with the consent of the accused student) and to levy penalties of disciplinary probation, limited or terminal, and lesser penalties as appropriate. Students so disciplined shall have the right of a hearing before the Discipline Committee, which has the authority to levy any of the penalties listed in the section headed "Penalties," pp.71-72. Residence Hall Councils are empowered to deal with violations of social regulations and of other residence hall regulations occurring in the residence halls (see Residence Life). Serious infractions of College regulations normally are considered by the Discipline Committee, membership of which includes administration, faculty, and students. In addition the Discipline Committee and the administrators listed above, the President in his discretion may call upon other representatives of the administration, the faculties, and students for assistance or he may act without the intervention of other administrative officers or the Discipline Committee.

The test of whether a specific infraction shall be handled by an administrator or by the Discipline Committee shall be whether or not the offense is one which, in the opinion of these officials, may be punishable by suspension or separation from the College or is specifically designated as subject to action by the Discipline Committee. If it is, the matter shall be referred to the Discipline Committee for action in accordance with procedures set forth below.

2. Composition of the Discipline Committee

The Discipline Committee consists of eight members of the faculty at large, eight undergraduate students and a faculty chairman, all of whom are appointed by the President of the College. The Director of Academic Support Services is a non-voting member. Hearings are conducted by the Chairman and six committee members at least three of whom are members of the faculty. If an insufficient number of Com-

mittee members is available to conduct a hearing, the Secretary may select a replacement from among the students or faculty of the College as appropriate.

The administrator responsible for the case shall present the evidence on the basis of which the accused is being heard and shall direct the questioning of witnesses. The Director of Academic Support Services assisted by the Assistant Director of Academic Support Services shall serve as secretary. Other than in the capacities mentioned herein, the Director and Assistant Director of Academic Support Services shall have no part in the proceedings of the Committee. The administrator presenting the case shall not be present while the Committee deliberates its finding and the penalty to be imposed, if any.

3. Procedure

A student who has been accused of misconduct or violation of College regulations shall be given a written statement of the charge on which he/she is to be heard at least 48 hours in advance of the hearing. The student shall be invited to prepare a written statement in advance of his/her appearance before the Committee, but the preparation of such a statement is not compulsory.

If an accused student refuses to appear or otherwise make himself/herself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Chairperson of the Committee), and after having received adequate notice of the date, time, and place of the hearing, the accused shall be deemed to have waived his/her right to appear. Under such circumstances, the Committee reserves the right to hold the trial in the absence of the accused, and his/her absence shall not constitute sufficient grounds for an appeal of the Committee's decision.

The accused shall be present and shall have the right to choose an advisor or to engage counsel to represent him/her at the hearing. A student who intends to bring

legal counsel to the hearing is required to give written notice of his/her intention at least forty-eight hours in advance of the hearing. The Discipline Committee shall have the right to have counsel of its own choosing, but such counsel may not vote on the finding or penalty. The accused shall have the right to know the evidence on which he/she is being heard, to question his/her accuser, and to cross-examine witnesses appearing against him/her. He/she shall have the right to present witnesses in his/her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. In determining both the credibility of the accused and the severity of any penalties, information relating to previous violations of College regulations shall be considered by the Committee. A tape recording of each hearing shall be made, and a student whom the Discipline Committee has found guilty may have access to the recording of his/her hearing.

Since the College considers the testimony and evidence of a hearing, the findings, and the penalty confidential (but imposes no such stricture upon the student being tried), the hearing is normally closed but, upon the request of the accused and when approved by the Committee and the Associate Provost, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the Committee may vote to close the hearing.

The conduct of the hearing is the responsibility of the Chairperson who shall question witnesses and the accused to the end that all information necessary to a full and fair consideration shall be brought out as evidence. In addition, each member of the Committee shall have an opportunity to question both the witnesses and the accused and, finally, the accused shall have an opportunity to present whatever he/she considers necessary in his/her own defense.

Except in case of oral reprimand, the accused shall be notified in writing of the decision of the Committee and the findings on which it is based within 24 hours of the conclusion of the hearing. Until he/she is so informed, he/she shall be entitled to attend classes and participate in other College functions, unless the Committee believes his/her presence and participation would constitute a threat to his/her own safety and welfare or to that of other members of the College community, in which case he/she shall be so informed in writing.

4. Penalties

Among the penalties levied by the appropriate authorities for violation of rules and regulations are those listed below.

If alcohol use is determined to have had an influence on the accused student's behavior, the Committee may increase the severity of the penalty and/or offer the student the option of undergoing alcohol abuse counseling.

Additional penalties of less severity may be employed as appropriate. The following penalties may be levied in combination.

a. Warnings: Alerting a student to a College regulation with the understanding that any repeat of the behavior will result in disciplinary action.

b. Loss or restriction of privileges: Limitation or removal of social and personal privileges, including the opportunity to participate in the electronic card-key system, to entertain guests in the private areas of a residence hall, to participate in social activities sponsored by the College or a residence hall, and the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a resident student's room contract may be immediately terminated or not renewed at a subsequent time, or he/she may suffer a reduction in priority of a specified number of places in the room selection of a subsequent year, or may be denied exempt status in the selection if such a penalty is applicable.

c. Restitution: Requiring a student to reimburse the College, appropriate individual, or vendor for damage or misappropriation.

d. Task Participation: Requiring a student to participate in assigned tasks which are appropriate to the regulation violated.

e. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him/her that repetition of the behavior may result in a more severe penalty.

f. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in his/her dismissal from the College.

g. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is not other encumbrance upon his/her readmission. The penalty of suspension is noted on the student's transcript but is removed if the student resumes study at the College following the period of separation.

h. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date

determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his/her conduct and record that he/she is in fact entitled to readmission. The penalty of required withdrawal is noted on the student's transcript but is removed if the student resumes study at the College following the period of separation.

i. **Dismissal:** Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.

5. Right of Appeal

Any student found guilty by the Discipline Committee shall have the right to appeal the finding and the discipline imposed upon him/her to the Associate Provost, whom the President has designated as his representative with final authority to hear such appeals. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

- a. That the finding is not supported by substantial evidence,
- b. That a fair hearing was not accorded the accused, or
- c. That the discipline imposed was excessive or inappropriate.

Such an appeal shall be presented to the Associate Provost via the Director of Academic Support Services within five calendar days of the conclusion of the hearing. The Associate Provost may extend the period within which to file an appeal for good cause. Minor procedural deviations shall not be sufficient cause to sustain an appeal, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to

a fair trial. If the penalty being appealed is dismissal, required withdrawal, or suspension, the accused shall not attend classes or take part in any College function while the request is under consideration.

It shall be the responsibility of the Associate Provost to act upon all such appeals within five calendar days of receipt of the appeal and to notify the student in writing of her decision and the findings on which it is based, but her action may be postponed an additional five calendar days, in which case the student may be permitted to attend classes or participate in normal College functions.

6. Transcript Notations of Pending Action

If a student is charged with a violation of College regulations and the College must postpone a disciplinary hearing because of extenuating circumstances, the student will be notified of the College's intent to conduct a hearing on the matter as soon as possible. A notation will be placed on the permanent record of the student to indicate the pending action. The notation will be amended or deleted following the College's hearing of the matter.



THE HONOR SYSTEM (Undergraduate)

HISTORY

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that every student is concerned with the strict observance of the principles of honorable conduct which he/she, upon matriculation, pledges to uphold, for his/her own sake, for the sake of his/her fellow students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than a hundred, and a violation of the College code of discipline was punished by ostracism. Because of the existence of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one form or another prior to 1779, when the College was reorganized under Jefferson's leadership, the year often claimed for its official establishment; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days the College has evinced an interest in the character of its students. In 1736 the College Statutes

expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie. . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct. . . conducive to the Honor & Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1788 which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion. . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the System in an address to a group of law students. Said Professor Tucker: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character. . . His Honor is the only witness to which we appeal. . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic

values but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas--lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely "in the hands of the President and faculty" until the twentieth century when student government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

MEANING

Under the Honor System it is assumed that every student has an express interest in preserving the integrity of the College Community, for himself/herself as well as others. Primarily, the function of the Honor System is to educate--to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the Code.

The effectiveness of the Honor System is dependent upon the student's acceptance of his responsibility toward that system. The very assumption that a person is

worthy of trust is a powerful factor in insuring that confidence will be deserved.

When a student matriculates, he/she pledges to abide by the Honor Code thus indicating publicly his/her acceptance of the system and his/her intentions to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility, while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system its precepts are supplemented and reinforced: supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which come from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate such behavior among his fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility to make the moral choice of upholding, not only his/her personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he/she will not accept dishonorable conduct among his/her fellows. Therefore, the responsibility of a student to report infractions of the Honor Code that he/she

may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity because, along with an inner morality, there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper, not only of his/her own honor, but in a sense that of his/her fellow students as well. Forcing someone to report infractions under fear of penalty himself/herself is a contradiction of the role of the individual and his/her responsibility to others living under the System. Therefore, the stimulus to report an infraction he/she witnesses must come from within the particular student and not from written law. Such is the essence of honor.

ADMINISTRATION

The students administer the Honor Code through one elected Honor Council. The Council is elected by vote of all undergraduate students. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and By-laws.

The Honor Council is composed of six senior representatives, six junior representatives and six sophomore representatives. The Chairperson is chosen from among the senior representatives by both the newly elected members on the Council and its outgoing members. The Vice Chairperson is chosen from among the remaining newly elected representatives in the same fashion. A permanent Office Secretary is chosen from among the newly elected Sophomore and Junior members in the same manner. In case of a tie vote for the Chairperson, the Vice Chairperson, or the Secretary, the outgoing Chairperson

shall cast the deciding vote. A secretary for each trial shall be chosen on a rotating basis.

When a breach of honor is reported, it shall be referred by the Chairperson to an investigating committee. The committee shall be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill his/her responsibilities as a Council member, a vote at least eleven members of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the impeached member may justify his/her actions. If at least 15 Council members participating in the proceedings shall believe the impeached member has willfully avoided, or unjustifiably neglected, his/her duties or failed to uphold the principles of the Honor Code, he/she shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative. In the event that a Council member is impeached or is unable to fulfill his/her responsibilities, the Chairperson shall appoint a new member from the corresponding class of the undergraduate student body after his/her appointment has been approved by two-thirds of the Council.

PRINCIPLES

Pledge

Upon matriculation, each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation it is anticipated that a student understands what is expected of him/her under the Honor System and that infraction of the Honor Code at any time during his/her student days may be punishable by dismissal from the College. From time to time, a professor may require the student to sign a formal pledge on work as a reminder to the

student that he/she is subject to the provisions of the Honor Code.

Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system these infractions are defined as follows:

1. Cheating: Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating. An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or a grade.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. The presence of a significant amount of plagiarized work shall constitute sufficient evidence of a breach of honor.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he/she shall bring a charge of

cheating before the Honor Council. In trying the case, the Honor Council shall assume that all students enrolled in the College of William and Mary are cognizant of proper scholarly procedures, and understand that the following principles apply at all times:

a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method, and the source must be clear.

b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"--that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.

c. The student should assume that he/she is neither to give nor receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual professor.

Ignorance of the above statement is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

2. Stealing in Academically Related Matters: Stealing in academically related matters is the act of taking or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Students' use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying: Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty. It is important that students be aware that lying is a violation of the Honor Code whether the false statement is made to another student or to any college official, including but not limited to campus police officers, administrators, and faculty members.

Forgery is considered an act of lying and, thus, an honor offense. As defined by the Honor Council, it includes the unauthorized signing of a College document.

Falsely testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while

appearing before the Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

The use of one paper to fulfill the requirements for more than one course shall be considered a violation of the Honor Code, unless the student has received prior permission to do so. If the student wishes to use a paper written during a previous semester, he/she must receive permission from his/her current professor. If the student wishes to use one paper for two courses taken concurrently, he/she must receive permission from both professors. All papers will be assumed original to the course unless the above procedure is followed. Under this assumption, any student not following this procedure shall be considered guilty of lying.

AMENDMENT

The preceding sections of the Honor Code may be amended from time to time by three-fourths' vote of the Honor Council, concurred in by the President of the College.

PROCEDURES

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he/she will not accept dishonorable conduct among his/her fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him/her the opportunity to resign from the College immediately, without the

expectation of readmission, or to report himself/herself to the Honor Council. To contact the Council after one has been accused is not an admission of guilt. It is instead a demonstration of willingness to cooperate with the system. If the accused does not report himself/herself to the Honor Council within twenty-four hours, the accuser must report the case.

Investigations of Alleged Dishonorable Practices

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an investigating committee consisting of three members of the Council, one of whom is designated as chairperson of the investigating committee. It shall be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating committee should meet and determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the Chairperson of the Council whether or not a trial should be held.

There shall be no discussion between members of the Investigating Committee and other members of the Council prior to the trial.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. That person shall appear in addition to all other witnesses who may possess relevant information. The committee shall also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

Witnesses

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code. The witness has the right that neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Failure to Stand Trial

Should a person leave the College after having been challenged without notifying the Honor Council of the Accusation, the accuser shall report the name of the accused and the breach of honor to the Chairperson of the Honor Council. The Honor Council shall then record the facts of the case and advise the Dean of Students that the student withdrew under suspicion of a breach of honor and is, therefore, ineligible for readmission. A notation of "withdrew under suspicion of Honor Code violation" shall be entered by the Registrar on all of the student's official records.

If an accused student refuses to appear or otherwise makes himself/herself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Council), and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived his/her right to appear. Under such circumstances, the Council reserves the right to hold the trial in the absence of the accused, and his/her absence shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to

represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.

Rights of the Accused

The accused shall have the following rights in the event he/she elects to stand trial:

1. A right that the charges against him/her to be reduced to writing and served on him/her personally at least 48 hours in advance of the trial by some member of the Honor Council. If these charges are so vague or indefinite as not to apprise the accused fairly of the charge or charges against him/her, he/she may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished him/her promptly and in advance of the trial.

2. A right to a written statement of his/her rights and duties with respect to the trial and the procedure thereof as prescribed. This shall be given him/her at the same time he/she is served with notice of the charge or charges against him/her.

3. A right to have the opportunity to seek the advice of his/her parents, teachers, or spiritual adviser, and the matters told in confidence not be disclosed.

4. A right to request an open trial. The request must then be approved by the Council and the Director of Academic Support Services.

5. A right to ask anyone who will not serve as a witness to be his/her counselor. While counsel may represent the accused, the accused is encouraged to present his/her own case. A student has the right to legal counsel at his own expense.

6. A right to a trial at a proper time and place; a right that the trial not be held with undue haste nor that it be

postponed unnecessarily. Trials shall not be held for too long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours, and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.

7. A right to summon witnesses and to testify in his/her own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.

8. A right to be confronted with the witnesses and to question them.

9. A right, where practicable, to know the nature of and examine the evidence against him/her before the trial.

10. A right to have the opportunity to make a final statement and to make a rejoinder to a final statement made by the accuser.

11. A right not to be tried for one offense, e.g., cheating, and convicted on another, e.g., lying before the Council, without the same opportunity to defend himself/herself against any other charge.

12. A right that his/her wife/husband, father or mother, brother or sister of the full blood, the half blood, or by legal adoption may not testify against him/her without his/her consent.

13. A right, before official notification by the Dean of Students of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect his/her candidacy for graduation.

14. A right to elect to be tried separately where he/she is one of two

or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate trial, they may be tried jointly or separately as the Council deems best.

15. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.

16. A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against him/her have been proved beyond a reasonable doubt.

17. A verdict of acquittal is not final during this period, and the case may be reopened for good cause shown at the request of any interested party. The members of the Council who sat on the first trial will decide whether the trial shall be continued. A request for continuance shall be made in writing to the Chairman by the interested party. The trial shall be continued only if there is newly-discovered evidence, provided that the availability of such evidence was unknown at the time of the first trial and provided further that such evidence, in the opinion of the majority of the Council, would be apt to change the result of the original trial. If so reopened, it is to be regarded as a continuation of the original case.

18. A right to appeal a finding of guilt and the propriety of the penalty to the Associate Provost, whom the President of the College has designated as his representative with final authority to hear such appeals. This right must be exercised within five calendar days after notification of the penalty to the accused by the Director of Academic Support Services, or his designated representative. The Associate Provost may extend the period within which to file an appeal for good cause.

An appeal must be in writing and must clearly state the reasons advanced for reversal or modification of the decision. Minor procedural deviations shall not be sufficient cause to declare a mistrial, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any College function while his/her request is under consideration.

19. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.

20. A right that neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Duties of the Accused

If he/she elects to stand trial, the accused shall be under the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.

2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him/her to the probability of criminal prosecution, in which case the accused, if he/she does not wish to answer, shall so state.

Rights of the Accuser

The accuser shall have the following rights in the event of a trial:

1. A right to appear as a witness to present his/her case, and to be present during the presentation of the evidence and the questioning of witnesses in order to

satisfy himself/herself that his/her complaint is being properly heard.

2. A right to make a closing statement at the conclusion of the hearing.

3. A right to be informed by the Honor Council of the Council's finding of guilt or innocence.

4. A right to be informed by the Director of Academic Support Services of the penalty imposed, if any.

5. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.

6. A right that neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Rights of the Council

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present. The Council also has the right to be informed of the accused's intent to have legal counsel present at least 48 hours prior to the trial.

2. If the decision of the Council is overturned in the review process, the Council shall have the right to appeal to the Associate Provost within 5 calendar days after notification. This request should be made in writing promptly after notification of the finding to the Council by the Director of Academic Support Services, or his delegated representative. If the decision of the Council is overturned through an appeal, the Council shall have the right to appeal to the President of the College. Appeals must be made within 5 calendar days after notification.

3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested,

threatened, or damaged because of their parts in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Conduct of Trial

1. The trial shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.

2. Every trial shall be conducted by a Council of seven members. Should some of the regular members be unavailable, the Chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a temporary member of the Council. In the absence of the Chairperson, the Vice-Chairperson shall perform all the functions that would otherwise be performed by the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the remaining members shall elect an acting Chairperson.

3. The Chairperson of the Council shall preside.

4. The Chairperson may require any person disrupting the orderly proceedings of the trial to leave.

5. The Chairperson reserves the right to declare a recess at any point in the trial.

6. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.

7. The questioning of the accused and all witnesses shall be initiated by the chairperson of the investigating committee. When the chairperson of the investigating committee is through questioning, each member of the Council shall have the privilege of asking additional questions. Then the accused may ask the witnesses questions he/she wishes to ask. When he/she is through, the witnesses may be asked additional questions by any member of the Council. The accused may then ask additional questions and so on, until all parties are satisfied, for the time

being, that the witnesses can furnish no further information. Hearsay evidence may be heard, at the discretion of the chairperson, when some useful purpose may be served thereby and there is some guarantee of its reliability. The chair-

person shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth in above provisions.

8. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine that material during the course of the trial.

9. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.

10. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.

11. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College.

12. No one except the seven members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

13. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he/she shall be deemed guilty as charged; otherwise, he/she shall be acquitted. There shall be no abstaining vote. In determining guilt or innocence, it is not proper to consider extraneous matters not brought out at the trial.

14. The Council, after having found an accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty.

15. If the finding is one of guilt, that fact shall be reported in writing to the Dean of Students along with the recommended penalty and any alleged exceptional extenuating circumstances.

The accused should be notified only of the finding of guilt, in writing, and told that the Director of Academic Support Services will in due course notify him/her of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

16. If the finding is one of innocence, that fact shall be reported in writing to the Dean of Student Affairs. The accused should be notified in writing of that finding and cautioned that the trial may be reopened for good cause within a period of two weeks at the written request of any interested persons. (See Rights of Accused No. 17). The accuser shall be given notice in writing that the accused has been acquitted.

17. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.

18. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.

19. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks

and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.

20. The minutes of any trial may be inspected by the President of the College, the Associate Provost, the Director of Academic Support Services, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council, after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Director of Academic Support Services of the penalty imposed, and not before such notification.

21. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council in the trial of that case. A member may also disqualify himself/herself or may be disqualified by the Chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.

22. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

Penalty for a Breach of Honor

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties include a letter of reprimand and failure in a course (see pp. 66-67 for definitions of these penalties). If placed on probation, as a part of the

penalty, the student becomes ineligible for election to the Honor Council for the duration of the probationary period.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendations to the Dean of Students.

After reviewing a case, the Director of Academic Support Services shall notify the accused and the Council of the final verdict and penalty. The Director of Academic Support Services shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Director of Academic Support Services feels that the rights of the accused have, in some manner, been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Director of Academic Support Services shall declare a mistrial and so inform the accused and the Council, along with his reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Director of Academic Support Services feels that the evidence does not justify the findings of the Council, the Director of Academic Support Services may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right of appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

Public Notice of Action Taken

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall be sent to the Editor of the *Flat Hat*, and to the Editor of the *William and Mary News*, along with a request that it be printed in a conspicuous place in that paper, and to the News Director of WCWM, with a request that it be included in a news broadcast.

The notice shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case and provided, further, that such evidence, in the opinion of the majority of the Council, would be apt to change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks

from its completion before the Council, it shall be tried anew.

Stale Cases

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

Amendment

Amendment of these procedures requires three-fourths' vote of the Honor Council concurred in by the President.



ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Vice President for Academic Affairs and other administrative officers as described below.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

1. Basic Policy

The President has empowered the Vice President for Academic Affairs, the Dean of Graduate Studies of Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a committee on discipline. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

2. Composition of a Discipline Committee

A discipline committee shall be appointed by the Vice President for Academic Affairs in each instance in which a case arises. A discipline committee shall consist of the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings), three members of the faculty of the

department or school in which the student is pursuing his/her major work, and three graduate students who have been admitted to a degree program under the faculty or school, selected from at least five nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student. In the case of a student in Arts and Sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

3. Procedure

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear the case at least five days in advance of the hearing. The student may submit a written statement to the committee in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the committee no later than forty-eight hours in advance of the hearing. The challenge shall be decided by the Vice President for Academic Affairs.

The accused shall be present at the hearing. In the event that he/she elects to be represented by counsel, he/she must notify the chairperson of the committee in writing no later than forty-eight hours before the scheduled time of the hearing. A committee on discipline shall have the right to counsel of its own choosing, but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right

to know the evidence on which he/she is being tried, to question accuser(s), and to cross-examine witnesses appearing against him/her. He/she shall have the right to present witnesses in his/her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The accused has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom a discipline committee has found guilty shall have access to the recording of his/her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no restraint of confidentiality on the student being tried. A hearing is normally closed but, upon the request of the accused and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within twenty-four hours of the conclusion of the hearing. Until so informed, he/she shall be entitled to attend classes and participate in other College functions, unless a committee believes his/her presence and participation would constitute a threat to his/her own safety and welfare or to that of other members of the College community, in which case he/she shall be so informed in writing.

4. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.
- c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her readmission.
- e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the

campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

5. Right of Appeal

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate within five calendar days of official notification of the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

1. Title

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.

2. General Conditions Regarding Imposition of Disciplinary Sanctions

a. No disciplinary sanction may be imposed upon any student without written notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision. An institutional rule includes any rule of the School of Business Administration.

3. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him/her that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under state conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regula-

tions shall be referred to the Disciplinary Board and may result in his/her dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

4. Proscribed Conduct

Violation of College policies, other than infractions covered by the Honor Code, shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the School of Business Administration shall consist of the Associate Dean for Graduate Studies as chairman, who shall not vote in the proceedings; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two students in the M.B.A. degree program, at least one of whom shall be a full-time student, appointed by the Dean of the School from at least four nominees presented by the M.B.A. Student Association. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

a. Any academic or administrative official, faculty member, or student may file a charge in writing with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

a. After receiving copies of the charge from the Dean of the School of Business Administration, the Disciplinary Board

shall inform the accused student that he/she shall respond to such charge within three school days. A time shall be set for a hearing which shall be not less than two nor more than five school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an adviser of his/her own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses, subject to the right of cross-examination. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record shall be made available to the accused student in order to aid him/her in the preparation of an appeal, if there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Business Administration within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

1. Title

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William & Mary, hereinafter called the "institution."

2. Conditions to Imposition of Disciplinary Sanctions, in General

a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

3. Sanctions

The following sanctions and no others may be imposed upon students:

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him/her that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in his/her dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

4. Proscribed Conduct

Except for such forms of dishonesty which lie within the exclusive jurisdiction of the Judicial Council of the institution and the Honor Code of the College of

William and Mary, violation of College policies shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

a. Any academic or administrative official, faculty member, or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. When such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

a. After receiving copies of the charge from the Dean of the institution, the Disciplinary Board shall inform the accused student that he/she shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five or more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an advisor of his/her own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record should be made available to the accused student in order to aid him/her in the preparation of an appeal, if there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the institution, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be

presented and considered as if the accused student were present.

8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Law within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

THE HONOR CODE (Graduate)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. It is assumed that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the *Statement of Rights and Responsibilities*.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association of Arts and Sciences, the Graduate Student Association of Marine Science, and the School of Education Graduate Student Association shall each appoint an Honor Council from among their members, at the beginning of every fall semester, to serve for one year. The number of members and the manner of selection shall be prescribed by each association's bylaws. The appointment authority shall designate one Council member as Chairperson, and the president of each association shall report the names of the members chosen to the Dean of Graduate Studies of Arts and Sciences, the Dean of the School of Marine Science, or the Dean of the School of Education, as is appropriate.

the Dean of the School of Education, as is appropriate.

Allegations of honor violations shall be reported to the Chairperson of the appropriate Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Dean of Graduate Studies of Arts and Sciences or to the Dean of the School of Education or of Marine Science, as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on a discipline committee.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Infractions of the Honor Code

Infractions of the Honor Code are defined as follows:

1. Cheating: Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are

violation of the Honor Code. Consulting unauthorized materials on tests, quizzes assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgement is not made according to the accepted procedures in the scholarly discipline involved, he/she may take into consideration such lack of scholarly standards when assigning a grade for the course.

2. Stealing in Academically Related Matters:

Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to

the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying: Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

Amendment

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

CONSTITUTIONAL PROVISIONS REGARDING SELECTION OF AN HONOR COUNCIL

1. Bylaws of the Graduate Student Associations for Arts and Sciences and for Marine Science Regarding Selection of an Honor Council

The Council of the Graduate Student Association for Arts and Sciences and the Council of the Graduate Student Association for Marine Science in September of each year, shall each appoint five of its members to serve as its Honor Council, designating from among them a Chairman and a Vice Chairman, and shall appoint two of its members in addition to serve as alternates for its Honor Council. The Presidents of the Graduate Student Associations shall inform the Dean of Graduate Studies of Arts and Sciences or the Dean for the School of Marine Science, as appropriate, of the names and addresses of the persons appointed.

2. Article X of the Constitution of the School of Education Graduate Student Association Relating to the Appointment of an Honor Council

Honor Council

The President of the School of Education Graduate Student Association shall be the Chairman of the School of Education Honor Council. He/she shall appoint four

additional members to the Honor Council when an infraction has been referred to the Council for action. If possible, at least one member shall be appointed from each program in the School of Education.

Reporting Of Honor Violations

Suspected Honor Code infractions may be reported to the Dean of the School of Education or the Chairman of its Honor Council.

B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

The graduate student body of the School of Business Administration shall elect an Honor Council from its members, at the beginning of every Spring semester, to serve for one year. The Council members shall be six in number, five regular members and one alternate. The members shall select one of their regular members to serve as Chairperson. The Chairperson shall report the names of the members chosen for the Council to the Associate Dean for Graduate Studies of the School of Business Administration.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a disciplinary board, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Associate Dean for Graduate Studies of the School of Business Administration. The accused shall have the right to appeal as prescribed in the foregoing section on a disciplinary board.

The person who charges another with violation of the Honor Code has the right

to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that his/her complaint is properly heard, and to be informed by the Associate Dean for Graduate Studies of the School of Business Administration of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Copies of the Honor Code of the School of Business Administration are distributed to all students at the beginning of their first semester of study. Additional copies are available through the Offices of the Dean and the Master of Business Administration Association.

Infractions of the Honor Code

Refer to statement in preceding section, pp. 91-92.

Amendment

The Honor Code for graduate students in the School of Business Administration may be amended upon the recommendation of the Master of Business Administration Association, with the concurrence of the President of the College, upon the advice of the Dean of the School of Business Administration.

C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

JUDICIAL COUNCIL

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and Bylaws. The procedures for these two functions are indicated below.

**PROCEDURES FOR
INTERPRETING THE STUDENT
BAR ASSOCIATION
CONSTITUTION AND BYLAWS**

Copies of the Honor Code of the Marshall-Wythe School of Law are distributed to all students in the Law School during orientation. Additional copies are available from the Offices of the Dean and the Student Bar Association.







ACTIVITIES AND ORGANIZATIONS (Cont'd)

Intramural Sports

All students are encouraged to participate in the intramural sports program, whether in team or individual sports. Entries may be made up from residence halls, schools, sororities, fraternities, or independent groups of individuals. Students enrolled at the College are eligible to compete in the following intramural activities: archery, badminton, basketball, bowling, free throws, golf, handball, horseshoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. Programs offerings may vary depending on interest and levels of participation.

The purpose of the intramural program is to offer every student an opportunity to participate as often as time and interests permit and to provide as inclusive program as funds and facilities permit. Intramurals are under the auspices of the Associate Dean of Students for Activities and Organizations.

Intersorority Council each year sponsor activities, such as dances and concerts, for the entire student body. Collectively and individually, Greeks participate in campus, community, and national service projects and in student government activities.

The average cost per year after initiation of sororities is \$160.00 and for fraternities \$200.00. Altogether, sorority or fraternity membership throughout college may cost around \$600.00. To help defray the cost of sorority membership, the Intersorority Council each year awards several scholarships to sorority women. In addition, the Intersorority Council awards a scholarship on the basis of scholastic achievement and financial need.

Reserve Officers Training Corps (ROTC)

Army ROTC provides an opportunity for students to obtain their college degree and earn a commission as an Army officer at the same time. The Army ROTC

program is designed to develop leadership and management abilities and enhance those qualities which contribute to the development of a total person--one who can better cope with the rigors of college life as well as the challenges faced after graduation.

Here are some basic facts that will help to give you a better understanding of the Army ROTC Program:

- ROTC is open to both men and women.
- Freshman and sophomore ROTC students incur no military obligation.
- ROTC is designed to take a minimum of your time.
- Academic credits can be earned by taking ROTC.
- Each ROTC cadet is paid \$2,500 during the junior and senior years.
- ROTC cadets are eligible to apply for 3, 2, and 1-year full scholarships.
- All cadets who successfully complete the ROTC program are commissioned as Army Second Lieutenants.
- ROTC provides another job option at graduation with a challenging position of responsibility and a beginning salary of over \$10,000 per year.
- The following activities are sponsored on campus by ROTC: College Rifle Team, Orienteering Club, Ranger Club, Drill Team, Queen's Guard.
- All books and equipment are furnished free.

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other course. Further information is available at the Department of Military Science, Blow Gymnasium, ext. 4336 or 4368.

Fraternities and Sororities

Because of the smallness of Williamsburg and the campus, social outlets are rather limited and the fraternities and sororities, therefore, assume a fairly

important role in the extracurricular life of some students. Most houses schedule social activities each weekend. In addition, the Interfraternity Council and the Intersorority Council each year sponsor activities, such as dances and concerts, for the entire student body. Collectively and individually, Greeks participate in campus, community, and national service projects and in student government activities.

Sorority rush takes place following orientation in the first semester, with Fraternity rush following the first week of classes in the second semester. Because of the delayed rush system for fraternities, first-year men are prohibited from the Fraternity Complex during the first semester, except for I.F.C. rush functions.

Even though each fraternity's and sorority's fee differs within specific categories, the overall cost is about the same. The average cost per year after initiation of sororities is \$160.00 and for fraternities \$200.00. Altogether, sorority or fraternity membership throughout college may cost around \$600.00. To help defray the cost of sorority membership, the Intersorority Council each year awards several scholarships to sorority women. In addition, the Intersorority Council awards a scholarship on the basis of scholastic achievement and financial need.

There are 12 chapters or colonies of national social fraternities on the campus: Alpha Phi Alpha, Kappa Alpha, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha, Pi Lambda Phi, Psi Upsilon, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, and Theta Delta Chi. There are 13 chapters of national sororities: Alpha Chi Omega, Alpha Kappa Alpha, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Sigma Theta, Gamma Phi Beta, Kappa Alpha Theta, Kappa Delta, Kappa Kappa Gamma, Phi Mu, Pi Beta Phi and Zeta Phi Beta.

For specific information regarding Greeks, contact the Associate Dean of Students for Activities and Organizations.

AFS Returnees Club

The American Field Service (AFS) Returnees Club is open to students who have participated in the AFS Americans Abroad program as an exchange student for a summer or year. The club provides the opportunity for returnees to remain active in AFS by sharing experiences, and by interacting with current high school AFS students in the region. For more information, contact Dean Smith's office.

Collegiate Management Association

The objective of the Collegiate Management Association is to service the needs of students interested in pursuing careers in the management field. It strives to promote good relations within the business school and the business community.

The Association holds monthly meetings and publishes a newsletter, which communicates upcoming events, relevant career planning and placement activities, and also student and faculty happenings. A speaker series furnishes guest speakers on various aspects of business management, as well as a panel discussion on entry into MBA school. Various social functions, such as faculty and student receptions, a Matoaka party, and a formal dance have been scheduled in the past.

The CMA publishes a resume book which includes senior members' resumes and is sent to approximately 100 leading corporations. An annual Career Day is cosponsored with the MBA Association to expose students to a variety of careers. Through the CMA office located in Chancellors 111, students may take advantage of current business periodicals and also other reference material. For further information contact David Moore, faculty advisor, at extension 4051.

East Asian Studies Association

The East Asian Studies Association seeks to enhance the understanding of East Asian languages and cultures at the college through a variety of programs throughout the year. The Association also works to cultivate friendships between native Ameri-

can and East Asian students studying at William and Mary. Membership is open to all persons in the college community whether they be from Asia, studying the languages, or just interested in Asian cultures.

"Help Unlimited"

"Help Unlimited" is a program on campus whose purpose is to coordinate the volunteer services presently being carried on by many service and social organizations. "Help Unlimited" attempts to give our volunteer programs new direction and meaning. The needs of the community are determined by close coordination with the public agencies in and around Williamsburg, including its public institutions. The students on campus who have indicated a willingness to participate in volunteer work are matched with these needs to maximize efforts. The program is coordinated by the Associate Dean of Students for Activities and Organizations and, in its first year, was aided by a grant from ACTION. The program at William and Mary serves as a pilot program for other institutions in Virginia with the aid of the State Office on Volunteerism. It is hoped that, when approached, students will give their time and efforts to make this a meaningful and worthwhile program. For additional information, please call Help Unlimited or Dean Smith, extension 4557.



PUBLICATIONS AND THE MEDIA

Publications Council: Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for the undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Associate Dean of Students for Activities and Organizations, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budgets of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are: the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, the *Advocate* the *Colonial Lawyer*, and WCWM-FM.

Green and Gold: The freshman register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

Containing campus telephone extensions and information concerning "whom to see about what," the booklet is a helpful introduction to campus life. *Green and Gold* is distributed to the entering students at the first of the year; after that time, upperclassmen and organizations who wish to purchase the extra copies may contact the Senior Class Secretary, or the Office of the Associate Dean of Students for Activities and Organizations.

Flat Hat: This weekly newspaper--edited and written by students--reports, analyzes, and provides commentary on campus life. Distributed in the residence halls, additional copies are available for commuting students and graduate students at the Information Desk and in the Day Student House on Jamestown Road, the Library, and in the lobby of James Blair Hall. For information, contact the *Flat Hat* office, Campus Center, ext. 4280.

William and Mary News: This publication carries all official memoranda of the College Administration. Published weekly by the College News Office, copies are available at the Campus Center, the Library, the lobby of James Blair Hall, and the Campus Post Office in Old Dominion Hall. Each issue includes a *Calendar of Events* and a classified advertising section.

Colonial Echo: The College yearbook, published annually by a student staff, gives an illustrated chronicle of the past year. The *Echo* office is located in the Campus Center, ext. 4317. The cost of the yearbook is partially covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

William and Mary Review: As the College's literary publication, the *Review* is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays, and reviews are welcomed from all interested students. The *Review* office is located in the Campus Center where material submitted for publication is received.

WCWM: 90.7 on your FM dial marks the spot of WCWM, the College's non-commercial radio station. The station is staffed entirely by students and offers a wide variety of music and programming, from rock to classical and from local public service announcements to nationally syndicated newcasts. Special interest programs involving students, faculty, and administration are aired regularly. The studios are located in the Campus Center. Call ext. 4544 for information.

Law School Publications

The *Advocate* is the official newsletter for the Law School. Published in the form of a bi-weekly newspaper, it is written and edited through the efforts of a volunteer staff and provides news of current events in the legal field as well as the Law School itself.

The *Colonial Lawyer* is a collection of articles prepared by students of the Law School on a wide variety of topics such as environmental issues, consumer protection law, and international law.

The *William and Mary Law Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. *The Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members, and promotion to staff is based upon proficiency in legal writing. One semester of degree-earning credit is given for each semester a student serves on the staff.



ANNUAL HAPPENINGS

Black Culture Series

The Black Student Organization in conjunction with the Office of Minority Affairs presents each year a series of activities designed to enrich the community's appreciation of Black artistic contributions. The Black Cultural Lecture Series has featured such artists as Esther Rolle, Maya Angelou, Gwendolyn Brooks, and Sweet Honey in the Rock, as well as gospel choirs, dance groups, and theatrical productions.

Within the structure of the Black Student Organization several groups contribute to the variety of events. Included in these groups are Alpha Kappa Alpha, Delta Sigma Theta, and Zeta Phi Beta Sororities, Alpha Phi Alpha Fraternity, the Ebony Expressions, and the Black Thespian Society.

Book Fair

At the beginning of each semester, the Student Association sponsors a gigantic Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate to clear out all the stock. The Book Fair is really a good opportunity for you to save on textbooks and, if you wish, get rid of your old ones.

Charter Day Convocation

Each February the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features a major address by an individual with a significant relationship with the College and the awarding of several honorary degrees. The prestigious Jefferson Awards are also presented at this convocation.

Homecoming

Probably the largest weekend of the year for activities and events, Homecoming signals the return of many alumni and friends to the William and Mary campus. A major attraction of the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by President Graves. Following the game, residence halls along with fraternity and sorority houses are open for receptions in honor of returning alumni. The weekend also features a dance and occasionally a concert in William and Mary Hall.

Parents' Weekend

The Association of Parents (to which your parents automatically belong because you are a student here) sponsors an annual Parents' Weekend. The date is set for a weekend in the fall, usually October, when the weather is normally lovely so that your parents may enjoy being in the surrounding area as well as visiting the campus. The program, planned by a joint student-parent committee, includes academic and social contacts with faculty and administration, discussion groups, a picnic lunch, and entertainment. Altogether, the activities of Parents' Weekend enable your parents to become better acquainted with student life on this campus. The Office of the Dean of Students coordinates Parents' Weekend and provides administrative liaison to the Parents' Association.

Physical Education Night

Each year, the P.E. Majors Club and the Departments of Physical Education sponsor an evening of physical education for the benefit of the citizens and schools of the Tidewater area and the College

community. Past performances have included the Danish and Marvateen gymnastic teams, the Washington Diplomats and Philadelphia Atoms soccer teams. Proceeds from P.E. Night are awarded to the Martha Barksdale Scholarship Fund and other Club projects.

Last Lecture Series

In the "Last Lecture" Series, sponsored by the Office of Residence Hall Life, professors from the various departments present a lecture as if it were their last class session at the College. Lectures are usually scheduled on a weekly basis through February and are open to the entire community.

Yule Log Ceremony

The annual Yule Log Ceremony, sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Recess. The ceremony consists of the lighting of a tree on the rear portico, singing of Christmas carols, reading from the Scripture, a brief history of the Yule Log Ceremony, and the bringing in of the Yule Log. The ceremony culminates with the serving of hot cider and cookies and more singing of carols.



FOR YOUR ENTERTAINMENT

Student, Faculty Exhibits

Andrews Hall houses, throughout the year, displays of art work by students and faculty members of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. The exhibits range from paintings to pottery and are always open to students with no admission charge.

Botetourt Gallery and Museum; Special Collections

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. Included in the collections are paintings of the Bolling and Randolph families, which are on permanent exhibit, and others from among the College's collection.

The Botetourt Museum houses many of the College's artifacts, such as the mace and the boundary stone, in addition to featuring special exhibits from the Library's holdings or on loan from other institutions.

The balance of the Bolling-Randolph Family Portraits hang in the *Virginia Room*, which also contains the Virginia Collection. The collection is noteworthy for its special relevance to the Commonwealth of Virginia.

The *Tucker-Coleman Room* is a tribute to the late St. George Tucker, second law professor of the School of Law, and members of his family. There you may find books from his personal library and, in addition, interesting items of personal and family memorabilia.

The *Rare Books Room* houses a portion of the College's general rare books' collection.

Twentieth Century Gallery

The Twentieth Century Gallery, located on North Boundary Street features com-

mercial exhibits for display and sale. The works are both those of local artists and imported. It is a great place for unusual and valuable gifts.

The Sidewalk Art Show; The Occasion for the Arts

The Sidewalk Art Show and An Occasion for the Arts are outdoor art and crafts displays, held every year, in the Merchants Square section of the Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by An Occasion for the Arts, Inc.; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

Both shows are exciting and interesting, lending an air of festivity to the city of Williamsburg. Students, in addition to many local and non-local artists, may exhibit and sell their arts and crafts by contacting the sponsoring organizations. Of the many things to do in Williamsburg, these two art festivals are musts!

The Abby Aldrich Rockefeller Museum

The Abby Aldrich Rockefeller Museum, located on Francis Street adjacent to the Williamsburg Inn, houses a collection of American Folk Art. Some of the displays are permanent while others are short-termed. Especially interesting and unique are the Christmas displays. Your College "I.D." will serve as your admission ticket.

Anthropology Department Museum

The Anthropology Department has a room in the basement of Washington Hall which is designated the Harley Museum and houses a general African anthropological collection. Because many of the artifacts are not encased, the Museum is always locked when not in use. However, you may browse through it with the permission of any of the professors in the Department.

The first floor of Washington Hall is lined with cases containing finds from the site of Flowerdew 100, a local archaeological project.

Classics Library

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to several interesting artifacts. Though the door is locked, you may ask a member of the Department to admit you.

Committee on Lectures

The College-wide Committee on Lectures awards grants of \$200 to organizations and departments in an attempt to supplement efforts to defray the costs of honoraria and other expenses for guests. Very often speakers from neighboring institutions, embassies, local businesses, etc., may be obtained for nominal expenses and, when possible, organizations use the \$200 grant to sponsor more than one speaker.

To apply for a grant from the Committee on Lectures, prepare a brief account of the type of speaker desired and the purposes for which the guest is being invited and submit the request to the Chairperson of the Committee.

In addition to College-wide lectures, many departments and schools host speakers who have developed special proficiency within their respective disciplines. Notice of these lectures is posted on departmental bulletin boards and in the *William and Mary News*.

The Joseph and Margaret Muscarelle Museum of Art

The Joseph and Margaret Muscarelle Museum of Art is adjacent to Phi Beta Kappa Hall and Robert Andrews Hall, which houses the Department of Fine Arts.

Inaugurated on October 21, 1983 the 7800 square foot facility is dedicated to promoting a general understanding of man's cultural heritage, through an active exhibitions program. The Museum's growing collection of arts includes over 1000 objects. Among the strengths of the Museum's collections are 18th and 19th century American paintings, prints and drawings and contemporary paintings and sculpture. Displays in the museum range from non-Western and ancient art to contemporary paintings and sculpture. The museum also sponsors, often in conjunction with the College's Fine Arts Department, a program of lectures and workshops.

The Museum is open from 10 to 4:45 Monday through Friday and from 12 to 4 on weekends.

William and Mary Choir and Chorus

The William and Mary Choir and the William and Mary Chorus provide interested students the opportunity to participate in superb choral presentations annually while, at the same time, furthering their musical ability. In addition to the honor and the aesthetic satisfaction which membership in the organizations bestows, students may receive academic credit for their participation.

The Choir is a coed organization while the Chorus is all female. At Christmas and in the spring, the two groups present a joint concert, and these performances are known for their consistent artistic excellence. Tickets for Choir and Chorus concerts may be purchased from any member prior to the performances, and a limited supply of tickets is available at the Phi Beta Kappa Hall Box Office on the nights of the performances. For further information about programs and auditions, contact Prof. Frank Lendrim in Ewell Hall.

The Botetourt Chamber Singers

The Botetourt Chamber Singers is a small vocal ensemble whose members are selected from the William and Mary Choir. The group always appears with the Choir and, in addition, sings numerous concerts by itself on and off campus each year.

Recitals

Each year, senior students enrolled in music classes participate in recitals which are open to the general public at no admission charge. The recitals are usually held in Phi Beta Kappa Hall. Soloists in piano, voice, strings, woodwinds, and brass perform masterfully. For further information, contact the Music Department.

Sinfonicon

Sinfonicon, representing the combined efforts of Phi Mu Alpha Sinfonin, Delta Omicron, and other interested parties, presents an operetta each year. Recent past performances have included, *Pirates of Penzance*, *The Merry Widow*, *Iolanthe*, *The Gondoliers*, *Ruddigore*, *The Sorcerer*, and *Trial By Jury*. The operettas are held in Phi Beta Kappa Hall.

The William and Mary Band

The College Band serves as a dual organization during the academic year. For the football season, the Band performs as a marching unit and is highlighted in pre-game and half-time shows and parades, appearing at both home and "away" games. After the football season, the Band functions as a concert organization, presenting formal and informal concerts on campus and on tour. Band members may receive academic credit for their participation in the band while, at the same time, enhancing their musical abilities. Auditions for the Band are held each fall. For information contact the music Dept.

The William and Mary College-Community Orchestra

The William and Mary College-Community Orchestra is an organization devoted to the study and performance of the best in orchestral music. The organization consists of a chamber orchestra and smaller ensembles composed of the more advanced players. In addition to its annual concert, the Orchestra participates in many of the William and Mary Theatre productions and special performances in the community. For further information, contact the Music Department.

Concerts

Organ concerts are presented each Saturday morning in Wren Chapel. These concerts are free and open to all members of the College community.

On Tuesday and Saturday evenings during the year and on Tuesday, Thursday, and Saturday evenings during the summer, Bruton Parish Church hosts a concert series known as *Bruton by Candlelight*. The concerts feature a wide selection of musical presentations and are open to the general public at no cost. Concerts begin at 8:00 p.m.

Many other concerts are hosted by Colonial Williamsburg each year. Presentations are rich and varied with musicians of all types participating. Special emphasis is on colonial music, with the drum and fife corps performing frequently. For information about these concerts, check *How to See Williamsburg This Week* (copies available at the Campus Center, Information Center, and throughout C.W.).

The William and Mary Concert Series

The William and Mary Concert Series, sponsored by the Committee on Concerts, annually presents a wide variety of musical features. The programs, which range from full symphony orchestra to soloists in dance and music, are known for their high

calibre of professional artistry and uniqueness of offerings.

William and Mary students may buy season tickets for the series. Individual general admission tickets are \$4 for William and Mary students, staff, and faculty and \$5 for other patrons and, if available, may be purchased at the Box Office of PBK Hall on the nights of performances. All concerts are in Phi Bete and begin promptly at 8:15 p.m.

For information contact Dean Smith at ext. 4557.

The Sunday Series

The Sunday Series, also sponsored by the Committee on Concerts, presents several concerts annually. The program features artists in different and unusual musical fields; the focus is primarily on individual performers, with both rising and professional artists performing each year. Recent performances have featured the harpsichord, recorder, harpists, and other conventional/non-conventional musical instruments/instrumentalists.

The concerts are held on Sunday afternoons in the Campus Center Ballroom, beginning at 3 p.m., and are open to the general public. Although there is no admission charge, donations are accepted at each performance.

The Symphony Sampler Series

The Symphony Sampler Series, sponsored by the Committee on Concerts, presents annually a series of symphonic performances ranging from chamber orchestras to full symphony orchestras to "Pops" concerts. Past series have featured performance by The Richmond Symphony, Richmond Sinfonia, Solisti New York, Virginia Philharmonic, and the Atlanta Symphony.

Tickets for The Symphony Sampler Series are offered as a season pass with individual tickets also available. All concerts are held in Phi Beta Kappa Memorial Hall.

For information contact Dean Smith at Extension 4557.

Other Concerts

William and Mary Hall hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Tickets for Hall events may be purchased at the Box Office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, a convenient 3-hour drive from Williamsburg. If you need transportation, check the bulletin board in the Campus Center because many notices of rides are posted there.

The Cry of Players. . .

William and Mary Theatre: The William and Mary Theatre presents four plays/season, directed by members of the faculty of the Theatre Department, assisted by student directors. Technical work is done almost exclusively by students under the auspices of the Department of Theatre and Speech. Participation is open to William and Mary students who are all invited to audition for any of the productions.

In addition to the four season plays, the William and Mary Theatre hosts professional travelling shows each year. Students may purchase season tickets for the series. Additional tickets, if available, are sold at the Box Office in PBK Hall during the week of the performance and prior to each nightly performance. The curtain rises promptly at 8:15 p.. Ticket information - ext. 4395.

Premiere Theatre: Premiere Theatre each year presents a series of original plays written, directed, and produced by students. In addition, students do all the acting and technical work. The emphasis in Premiere is on developing theatrical talent. Selection of plays is by a committee

of several students and a faculty advisor. There is no admission charge for performances.

Director's Workshop: Director's Workshop is the lab portion of the Theatre Department's directing course. Well-known plays by prominent artists are directed by students with all-student casts. Productions are in Phi Beta and William and Mary students are admitted without charge.

For further information regarding participation in or presentation of William and Mary productions, contact the Theatre Department.

Backdrop: The Backdrop Club, a group of students who participate regularly in theatre, music, and dance, each year sponsors an original or well-known production. Backdrop allows interested students to combine their musical and theatrical talents. Recent productions include *Atlanta*, an original play plus other favorites, such as *Camelot*, and *The Fantastics*. Backdrop auditions and plays are held in the spring.

The Williamsburg-Players: The Williamsburg Players is a community-based theatrical group which presents 4 to 5 plays annually in the community. Students are invited to audition for and/or attend these productions. Further information may be obtained by calling 229-1679.

Campus Movies

The *Student Association Film Series* presents each week of the regular session a top-rated current film.

Admission is by season pass only, which can be purchased for a nominal fee at registration and validation, the S.A. office, or on any film night. All William and Mary students, staff, and faculty members with a current "I.D." may purchase tickets.



Other Films

Several campus organizations and departments sponsor films on a regular basis for the College community. Check the *William and Mary News Calendar* for up-to-date information.

The Williamsburg Theatre, located on the Duke of Gloucester Street, shows first-run films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films. Transportation to the Cinema is available via the Dillard Complex buses.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas. Though access to these is limited by their distance, students with cars will have no problems as each is within an hour or so of Williamsburg.

Check the *Daily Press* and *Richmond Times-Dispatch* for listings of theatres and films.

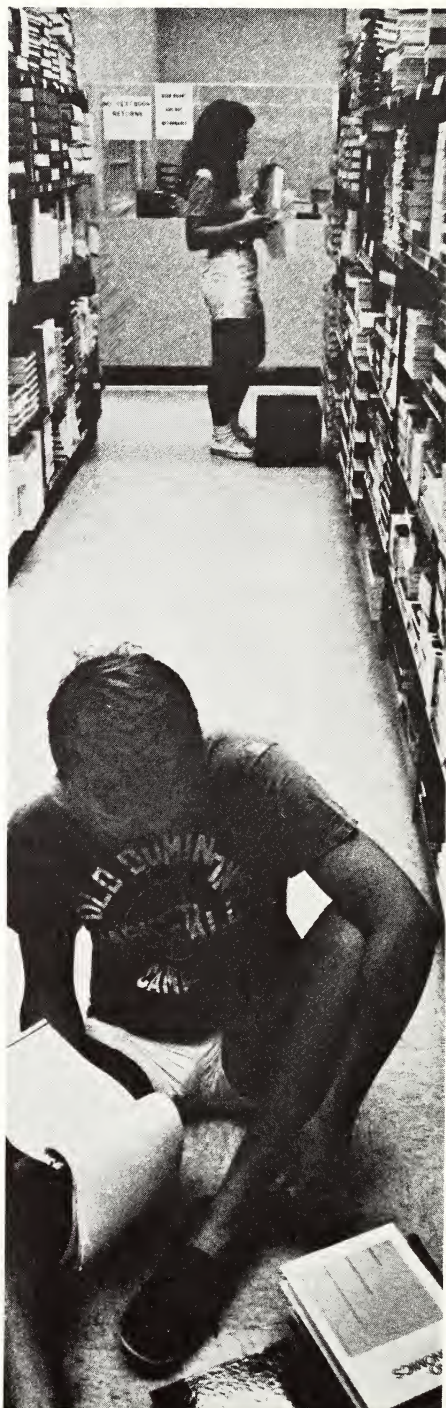
Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, slide shows. Students, by presenting their current "I.D." cards, are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and the bus system. The taverns in C.W. features delicious meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. may be obtained by calling the Information Center at 229-1700.

Busch Gardens

An amusement center called *The Old Country* is Busch Gardens' Virginia home. Presenting a panoramic view of England, France, Germany, and Italy, the theme park has seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's largest roller coaster, the "Loch Ness Monster." *The Old Country* is located on US Route No. 60, adjacent to the Anheuser-Busch Brewery, five miles East of Williamsburg. For hours of operation and special events, call 220-2896.



FOR YOUR INFORMATION

Announcements

If you wish to have announcements made, you may utilize several sources:

William and Mary News, ext. 4371

The Flat Hat, ext. 4280

Local newspapers

WCWM, ext. 4544

Local radio stations

In addition, the S.A. and the Campus Center periodically publish a monthly Calendar of Events on which your activity may be posted. Call the S.A. office, ext. 4350, or the Campus Center, ext. 4235.

Bicycles

Bicycles, which have always been popular at William and Mary, provide a convenient form of transportation and exercise, while at the same time allowing you to avoid the hassle of getting to class late or trying to park a car. Remember, however, that all bikes must be registered with either the city of Williamsburg or Campus Police. City bike registration is at the Municipal Building. Be sure to take your bike with you when you register it.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus and in the City. Always lock your bike, preferably to a post, tree, or railing. Remember that you cannot keep your bike in the hallways (fire regulations), but you may leave it in your room when school is not in session (such as, during the Christmas break). Bikes may *not* be left in the rooms over the summer. Bicycles left in rooms, hallways or on the grounds over the summer break, will be picked up and subject to auction in September.

Booking Bands and Signing Contracts

If you wish information on bands or the procedure for booking bands, call the S.A. (ext. 4350), Dean Smith (ext. 4557), or the Hoi Polloi (ext. 4013).

Buses

The William and Mary Campus bus system provides transportation for William and Mary students to all areas of the campus. There are several routes each with their own schedule. Bus schedules are available at the beginning of the fall term at many campus locations. The buses run approximately every half hour from 7 a.m. to midnight (later on weekends) but, for exact times, check the schedules posted in the Campus Center, residence halls, and on the buses. Because buses may be delayed on occasion, try to take earlier buses for classes and other events with special hours. If you are waiting for a scheduled bus and it doesn't show within a reasonable length of time, call the Plant Office at ext. 4050 or 4382.

Animals are not allowed on the buses.

Vehicle Rental

College vehicles may be used for official College business, academically related or departmentally sponsored programs only. Travel with a College bus is limited within a 200 mile radius of the City of Williamsburg. In addition to the cost of the driver, on a per hour basis, there is a per mile charge for the use of the vehicle. Organizations/groups wishing to request a vehicle must first secure the approval of the Associate Dean of Students for Activities and Organizations. Due to the shortage of vehicles, request should be submitted as far in advance as possible.

Checks

Checks (maximum \$25.00) may be cashed at the Campus Center information desk with a validated College identification card (Monday through Friday only). Most merchants will cash student checks upon presentation of a student I.D. card.

College Name

Any organization(s) or individual(s) who wishes to use the College name in any manner whatsoever, other than to identify

himself/herself as a student or student organization of the College, can do so *only* at the *express* direction or with the permission of the President of the College or his designated agent. In this context, it is important to note that the President is the official spokesperson for the College and, as such, can disclaim any implicit or explicit use of the College's name which he or his agent has not authorized. It is also important to point out that College organizations represent themselves, *not* the College.

(See also, *Statement of Rights and Responsibilities*, III, E.)

Contracts

Any student organization that receives any portion of its funding from BSA allocated monies may not sign contracts on behalf of the organization. All contracts should be submitted to the Associate Dean of Students for Activities and Organizations for review and signature. The College of William and Mary will not assume any liability resulting from a contract signed by an unauthorized person. If you have any questions, ask before signing.

Craftshows

The Campus Center sponsors a Christmas Craftshow each year. The show normally coincides with the Williamsburg Christmas Parade which is held the first Saturday of December. Approximately fifty people from both the local and college communities participate in the Craftshow. The show is held from 10:00 a.m. to 4:00 p.m. in the Campus Center Ballroom.

Periodically craft shows and demonstrations by individual artists are scheduled in the Campus Center. Check the *William and Mary News* for information on upcoming shows.

Day Students

Almost one-fourth of the undergraduate student population at the College is made up

of commuting students. The students are essentially those who do not reside in College housing. All activities of the College are available to off-campus students. The Off-Campus Student House, located beside the College Bookstore, 216 Jamestown Road, is their home away from home. The house is completely furnished including living room, kitchen, and study areas. The House is staffed by a director who is available to answer students' questions and concerns. The Off-Campus Student Council plans numerous social and academic activities. The House is open daily from 8 a.m. to midnight. Its phone number is 253-4164.

Departmental Offices

Departmental offices maintain files related to graduate work in the field or other related areas. Check also with your department for information relating to special programs, degree requirements, and other academic matters.

Distribution of Literature on Campus

The distribution of any literature on campus must be conducted only by an officially recognized College organization. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Associate Dean of Students For Activities and Organizations. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also, *Statement of Rights and Responsibilities*, III, E.)

International Students

William and Mary includes among its student body a number of students from other nations. These students are quickly integrated into the College community, living for the most part on campus and attending regular classes. Special orientation programs for international students are sponsored by several departments and individuals. In addition, the International

Student Advisor, Dean Healey, serves as counselor to international students, advising them on all matters of concern, while at the same time coordinating plan for social and enrichment programs. Refer to brochure: "Handbook for International Students."

Handicapped Students

The College serves an increasing number of handicapped students. Special programs, counseling and other services related to the handicapped are provided by Dean Jarmon whose office is on the second floor of James Blair Hall.

Identification Cards

College "I.D.'s" are absolutely essential for almost everything at the College and especially for any sort of financial transaction. Your "I.D." will be prepared for you in the fall through the Registrar's office. During the year, if you lose your "I.D.," be sure to report the loss immediately to the Registrar and a replacement will be ordered for you; if you withdraw, you are expected to turn in your "I.D." Identification cards are nontransferrable (i.e. you can't lend yours to anyone else). If someone else is caught with your "I.D.", it will be taken away from that individual and an appropriate penalty will be levied against you and/or the person who has possession of your card.

In-State Residency

If you are originally an out-of-state student and you can now qualify for Virginia residency and wish to do so, complete the necessary form in the Treasurer's Office.

Insurance

You are strongly urged to carry insurance on your personal belongings. They are not covered by the College's insurance. Your parents may be able to attach a rider to their homeowners' policy, or you can probably find a special policy for individuals living in residence halls or apartments.

It is also advisable to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Center. The details of this plan are described in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses beyond those of the Student Health Center or by this policy which is available at a very nominal fee.

Loan Funds

Emergency loans are available to students through the Office of Student Financial Aid, James Blair Hall, Room 208. The Emergency Loan Program allows students to borrow up to \$50 for a period of 30 days without interest.

This temporary loan is available to students who because of extenuating circumstances cannot secure needed financing from family or friends. It should not be considered merely as a loan of convenience.

Exceptions to the above standards may be approved by the Director or Assistant Director of Student Financial Aid.

Lost and Found

The Campus "Lost and Found" is located at the Police Office. If you realize, however that you have lost something very recently, you might check with the people in charge of the building in which the loss occurred. Otherwise, contact the Campus Police.

Mail Service

The College Post Office is located in the basement of Old Dominion Hall. Each dormitory room on campus has been assigned a mail box. Mail is delivered to a mail box, the number of which has been assigned according to your individual

dormitory room. There is no general delivery service and there is no charge to on-campus students for mail service, as the cost is covered by your room rent. Mail should be addressed in the following manner:

Your name
Your dorm and room number
College Station Box XXXX
Williamsburg, Virginia 23186

Off-campus students either must have their mail delivered to their off-campus address or to a post office box at the Williamsburg Post Office.

If you should change your dormitory room after assignment of your Campus Post Office box number, be sure to notify your correspondents and the supervisor of the College Post Office of the address change so that your mail box assignments may be changed also.

The College Post Office does not sell stamps or handle outgoing mail for students. In addition, many types of mail (i.e., C.O.D., certified mail, etc.) are not handled by the campus station. All these services are available at the Williamsburg Post Office on Henry Street. The College will inform you of any packages or letters which must be picked up at the Williamsburg Post Office.

Helpful hint: Do not use nicknames on mail or for return address.

Motor Vehicles

All students, both resident and commuting, who operate a motor vehicle (or motorcycle) on campus must register it with the Campus Police Office. Any motor vehicle brought onto campus after the academic year begins must also be registered at the Police Office. There is a fee for operating motor vehicles (or motorcycles) on campus. Freshmen and sophomores must have prior permission to bring motor vehicles (except motorcycles) to campus. Special permission applications are available at the office of the Campus Police. Upperclassmen may not register cars for Freshmen or Sophomores. College regulations (see pp.

48-49) are applicable to all motor vehicles parked on College property.

Handicapped students may apply for special parking permits at the Affirmative Action Office in New Rogers, rooms 106J & K or by calling the A.A. Office on exts. 4651, 4740.

Out-of-state students must have Virginia plates if (1) they live off-campus or (2) they work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) If you are an out-of-state student and not employed here in Virginia, you may drive on your home state's license for a period of six months; if you hold either a full or part-time job, your out-of-state license will be valid for a period of 60 days only. You may obtain a state car tag (cost \$15) and a Virginia Driver's License (fee \$9) at the Division of Motor Vehicles, 952 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, are obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street (phone 229-1626). City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

Music Listening Rooms

Music listening facilities are located on the ground floor of Swem Library. The room is open Monday through Friday from 8 a.m. to 10 p.m.; Sunday from 7 p.m. to 10 p.m., and on Saturday from 1 p.m. to 5 p.m. Records are available at the library or you may bring your own. For further information call the Audio-Visual Department at extension 4023.

Newspapers and Magazines

If you wish to subscribe to a newspaper, you may do so immediately after registering for classes. During registration, the lobby in William and Mary Hall is usually filled with organizational and special interest tables of all sorts. Several local newspapers, including the *Richmond Times-Dispatch*, *Richmond News-Leader*, *Daily Press*, and *Times Herald*, plus the *New York Times* and the *Washington Post*, have representatives with whom you may enter a subscription for the academic year. In addition, notices are posted in residence halls, the Campus Center, and academic buildings, telling you whom to contact for newspaper subscriptions; many notices also include a sign-up list. Delivery of newspapers is to your residence, and payment is generally arranged at a later date.

Magazines should be sent to your campus P.O. address. Many magazines offer special subscription rates to students. For further information, check the bulletin boards in the academic buildings and especially in the Campus Center.

Notary Services

Should you need to have anything notarized--such as absentee ballots--this service is provided free of charge to students. Contact Mrs. Freeman in James Blair Hall 211. She is a Notary Public and will be glad to help you.

Off-Campus Housing

The College maintains an off-campus housing referral service to aid students in the search for apartments and rooms in the Williamsburg community. This office maintains an updated commercial list and a card file box listing rooms and housing to be shared. The service is located in James Blair Hall, Room 209 in the Office of the Associate Dean of Minority and Commuting Student Affairs and is available to all students on a nondiscriminatory basis.

In addition, there are other sources of information on places available for rent, including the Campus Center "Personals"

Bulletin Board where cards are posted regularly for available apartments and rooms, the classified section of the *William and Mary News*, the *Virginia Gazette*, and the *Daily Press*.

Parties

Any party at which alcoholic beverages will be served *must* be registered with and approved by the Associate Dean of Students for Activities and Organizations. The procedure for scheduling rooms is in the section by the same title, p. 114.

Pianos

Pianos for student use are located in many of the residence halls. Also, there are pianos in Ewell Hall, though first priority for use is given to students enrolled in piano lessons at the College. Some local churches allow students to use their pianos and organs for practice. CaMU can assist you in locating a church in which to practice.

Pots, Pans, Punch Bowls

Students may rent pots, pans, punch bowls and other utensils from Shamrock Food Systems at the Commons (items must be returned in good, clean condition). Items are loaned on a first-come, first-served basis. Make arrangements in advance by calling 229-0521.

Coffee urns and limited utensils are available from the Campus Center also on a first-come, first-served basis. Contact Dean Smith's office at extension 4557.

Printing, Copying, Xeroxing

The College Print Shop, located behind old Trinkle Hall, provides a variety of print services to members of the College community. Students and student organizations desiring print services must secure a form from the Print Shop, which, in turn, must be signed by the Associate Dean of

Students for Activities and Organizations. All services must be paid for in advance.

The Student Association provides an inexpensive mimeographing service for the College community. Hours of operation, costs, and any special considerations are posted in the S.A. office (Campus Center basement, ext. 4350).

Xerox machines are located in the Bookstore, Law Library, and Swem Library. In addition, the Audio-Visual Department of the Library provides high quality copy services.

Recognition of New Organizations

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, new organizations should see the Associate Dean of Students for Activities and Organizations in the Campus Center who will instruct you as to the procedures you should follow from that point. For general requirements, see *Statement of Rights and Responsibilities*, I.C.

Scheduling Rooms

Any officially recognized campus organization (i.e., the organization's constitution has been approved by the appropriate body) may use College facilities for the purpose of meetings, organizational events, and social functions. In order to obtain the use of any facility, or a room in any facility, an organizational representative must see the Associate Dean of Students for Activities and Organizations in the Campus Center and fill out the necessary form(s). Newly formed campus organizations may use campus facilities for the purpose of an organizational meeting; such a request should be made to the Associate Dean of Students for Activities and Organizations. Non-College organizations wishing to use campus facilities for any purpose must also make a request *in writing* to the Associate Dean of Students for Activities and Organizations.

Normally, the use of College rooms on a regular or infrequent basis is without charge, except in those cases when *specific technical services* (i.e., wiring or sound, lighting, etc.) are required and such services must be provided by the Maintenance Department. The Associate Dean of Students for Activities and Organizations will be able to tell you what services may be necessary for your purposes. The Campus Center rents the Little Theatre and the Ballroom to College organizations sponsoring dances. Any organization which uses William and Mary Hall for a profit-making purpose must pay a rental fee of \$1.00/event or 10% of "the door." The non-profit use of the Hall by campus organizations is without charge.

Campus Police

Campus Police: The William and Mary Campus Police are a duly sworn and constituted law enforcement agency. They are empowered to enforce all laws as defined in The Code of Virginia and the rules and regulations of the College. Campus Police patrol 24 hours/day, 7 days/week and are available to students in case of any emergency. They are responsible for investigating assaults, thefts, disturbances, acts of vandalism, and any other criminal activity or security problems on campus. Their office is located behind the Campus Center, south of Hunt Hall.

Developing personal security awareness in the student body is an important objective of the Director of Campus Police. "Personal security awareness" means acting in a responsible manner, avoiding any potentially or actually dangerous situation and quickly reporting situations or incidents which may present a hazard to persons or property.

To contact your Campus Police, call 253-4596 or exts. 4596, 4597 or in an emergency, dial 333.



Solicitation and Fund-Raising

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Associate Dean of Students for Activities and Organizations *prior* to the event. The Associate Dean is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as outlined in the section entitled "*Scheduling Rooms.*"

Individuals or organizations who wish to solicit for charities, sell magazines, or engage in any activity which might loosely be termed *solicitation* must have their request approved by the Associate Dean of Students for Activities and Organizations.

Non-college functions sponsored in William and Mary Hall (i.e., concerts, circuses, etc.) are handled by the Committee on Campus Facilities Policy and Scheduling.

Student Activities Fee

Every full-time student at the College, both graduate and undergraduate, annually pays as part of Tuition and General Fees a \$59.00 Student Activities Fee. This fee, under the control of the Board of Student

Affairs, is appropriated to many campus organizations on the basis of budget request made to the B.S.A. Finance Committee. The Activities Fee allocation subsidizes the student government associations, student publications, intramurals, and service organizations through Help Unlimited and cultural activities such as the Black Culture Series.

Telephone Service

Telephone service within the College is provided through a CENTREX System. The CENTREX System is in operation twenty-four hours per day to provide maximum service for students.

Telephones in residence halls and other College buildings may be used only for campus calls and local calls off-campus. Direct long-distance dialing, third-party billings, and collect calls are *NOT* permitted to or from telephones in the residence halls. Incoming calls may be made directly to the telephone located nearest you within a residence hall. It is, therefore, incumbent upon you to notify your frequent callers of your current telephone number.

As much as possible, use the *Student Directory* which contains most of the numbers which you will need. When necessary, student numbers may be secured by dialing 4196; you should call 4000 for other College numbers.

In case of emergency, you should dial extension 333.

If your campus organization wishes to obtain a campus phone, file a request with Dean Smith, Associate Dean of Students for Activities and Organizations.

Tickets and Box Office--Athletic

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by

the College at no additional cost. Your college "I.D." serves as your admission ticket.

Season football tickets for members of your family or friends may be purchased at the Box Office in Cary Stadium. Special discount "date" tickets may also be purchased at the Box Office during the week prior to the game but are *not* sold on the day of the game. The Box Office for basketball is located in William and Mary Hall, and information about basketball tickets may be obtained *prior* to the beginning of the season by calling ext. 4492.

Travel Service

Patrick Henry Airport, located 15 miles southeast of Williamsburg off Route 143 and Interstate 64, services Williamsburg with daily flights by U.S. Air: Tel. 877-9205; and Wheeler Aviation. Regular limousine service is offered between Patrick Henry Airport and Williamsburg. For information on flight pick-up times and reservations, call 877-0279. Regular limousine service between Byrd Airport and Williamsburg is available; call for information. Byrd Airport in Richmond and Norfolk International Airport in Norfolk are within one hour's driving time to Williamsburg and offer service from additional airlines not listed above. Williamsburg also has a general aviation airport, the Williamsburg-Jamestown Airport, located at 100 Marclay Road, 229-9256, only 3 miles from downtown Williamsburg, with a 3200 foot paved runway.

Bus service to Williamsburg is provided by Greyhound Bus Lines; Trailways services Richmond and Norfolk, connecting with Greyhound to Williamsburg. The Greyhound terminal is located on Richmond Road. For information, call 229-1460.

Williamsburg is located on the main line of the Chesapeake and Ohio Railroad (AMTRAK) with connections north and



south at Richmond. For schedules and rates, call toll-free 800-874-2775.

Transportation within the city and surrounding communities is supplied by Crow's Williamsburg Taxi Service, 565-0362, and Williamsburg Taxi Service, 229-3666.

Typing

Typists often post "services available" notices on bulletin boards in the Campus Center, post office, academic buildings, and residence halls.

Voter Registration

Students who have established residency and wish to register to vote in the City of Williamsburg should see Ms. Georgia Gordan, 1005 Richmond Road, between the hours of 7:30 a.m. and 4:30 p.m., Monday-Friday (phone: 220-0077). James City County residents should see Ms. Judy Trautman (229-3355) in Room 17 of the Williamsburg-James City County Courthouse from 9-12 noon and 1-5 p.m., Monday-Friday.

For absentee ballots, contact the registrar in your voting district. Mrs. Freeman in James Blair Hall 211 will notarize absentee ballots free of charge.

Student Legal Services

This organization offers legal assistance to William and Mary students, faculty, and staff. Services are provided free of charge by law student volunteers. Interns will advise and counsel students concerning legal matters within the community (landlord-tenant, contracts, insurance, etc.). Student Legal Services may not become involved in criminal actions, however students in need of criminal representation may be referred to local attorneys.

local attorneys.

Student Legal Services has a Student Rights Branch that specializes in problems between students and the College. These include disciplinary hearings, honor code violations, and grade appeals. Student Legal Services also provides general information concerning student rights and legal matters relevant to student groups and organizations. Services are available 10 AM to 4 PM Monday through Friday at 216 Jamestown Road. The extension for Student Legal Services is 4863.

SUGGESTIONS FOR LIVING AT W&M CLOTHING:

Women's:

A&N	Monticello Shopping Center	229-2450
Athletic Attic	Prince George Street	220-2353
Binns	Merchant Square	229-3391
Casey's	Merchant Square	229-2311
LaVogue	Williamsburg Shopping Center	229-3038
May's Apparel	Williamsburg Shopping Center	229-6530
Peebles	Williamsburg Shopping Center	229-3921
Scotland House, Ltd.	Merchant Square	229-7800
Sidney's	Williamsburg Shopping Center	220-2190
Stitches	Williamsburg Shopping Center	229-7542
D.M. Williams Leatherware	Merchant Square	220-0456

Men's:

A&N Store	Monticello Shopping Center	229-2450
Athletic Attic	Prince George Street	220-2353
Beecroft & Bull, Ltd.	Merchant Square	229-7887
R. Bryant, Ltd.	Merchant Square	253-0055
Casey's	Merchant Square	229-2311
Peebles	Williamsburg Shopping Center	229-3921
Scotland House, Ltd.	Merchant Square	229-7800
Stitches	Williamsburg Shopping Center	229-7542
D. M. Williams Leatherware	Merchant Square	220-0456

This list includes only those shops within convenient walking distance. Others are located in neighboring shopping centers in the Tidewater area.

SHOE SHOPS:

Shoes can be purchased at most of the above places.

Adams Shoe Store	Williamsburg Shopping Center	229-0079
D. M. Williams Leatherware	Merchant Square	220-0456
Pappagallo	Kingsmill Village Shops	220-3322

SHOE REPAIR:

Williamsburg Shoe Repair	435 Prince George Street	229-9175
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LAUNDRY AND DRY-CLEANING:

Berkeley Cleaners	1208 Jamestown Road	229-7755
	James-York Plaza	229-7440
Masters Cleaners	1317 Richmond Road	229-6556
	638 Merrimac Trail	229-1414
Town & Country Cleaners	459 Merrimac Trail	229-4990
Self-Service:		
Berkeley Cleaners	James-York Plaza	229-7440
Colony Launderette	124 Second Street	229-8305
Koretizing Cleaners &		
Laundromat	Lafayette & Bacon	229-2227
Laundercenter	Williamsburg Shopping Center	

CURTAINS, SHEETS, BEDSPREADS, TOWELS:

Casey's	Merchant Square	229-2311
Murphy's Mart	James-York Plaza	229-5655
Peebles	Williamsburg Shopping Center	229-3921
J. C. Penney's (Catalog Sales)	Colony Square Shopping Center	229-4200

REFRIGERATORS, FANS, HOT PLATES, BROILERS:

J. C. Penney's (Catalog Sales)	Colony Square Shopping Center	229-4200
S & J Appliance Center	Lightfoot Shopping Center	565-3200
Woodruff Appliance Center	800 Merrimac Trail	229-3484

HARDWARE:

Better Buy Builder's Supply	Ironbound Road	229-6311
Colonial Paint & Hardware	Colony Square Shopping Center	220-0541
Faubion Hardware	Rt. 143 & Penniman	229-0666
Peninsula Hardware	Williamsburg Shopping Center	229-1900

T. V., RADIO:

Furniture Fair of Williamsburg	537 Second Street	253-2508
Martin's TV	613 Queens Creek Road	229-3798
Plaza Music Center	James-York Plaza	
Radio Shack	212 Monticello Avenue	229-4157
S & J Appliance Center	Lightfoot Shopping Center	565-3200
Woodruff Appliance Center	800 Merrimac Trail	229-3484

TELEVISION RENTAL:

Jones Electronics	537 Second Street	253-2508
The Rental Center	820 Merrimac Trail	220-1627

ALBUMS:

Band Box	517 Prince George Street	229-8974
Plaza Music Center	James-York Plaza	229-3309

In addition, you may purchase albums from department stores and dime stores in James-York Plaza, Monticello, and Williamsburg Shopping Center.

There are stores in James-York Plaza at which you may purchase sheet music and books and purchase or rent musical instruments.

BIKES: PURCHASE AND REPAIR:

Bikesmith of Williamsburg	Penniman Road & Page Street	229-9858
Bikes Unlimited	759 Scotland Street	229-4620

Again, if you can, you should visit the malls and shops in the surrounding areas.

AUTOMOBILES: PURCHASE AND REPAIR:

Blanton's	401 Second Street	229-8239
Fellona-Huestis Ford	Rt. 162	229-2411
Howard Pontiac	100 Second Street	253-0022
Patriot Chevrolet-Buick	212 Second Street	220-1700
Pittman-Chrysler-Plymouth-Dodge	1440 Richmond Road	229-1050

Additional dealers are in neighboring cities.

AUTOMOBILE RENTING AND LEASING:

American International Rent A-Car	701 Merrimac Trail	220-3345
Avis Rent A Car	1187 Jamestown Road	229-3638
Hertz Rent A Car	1351 Richmond Road	229-5115
National Car Rental	Williamsburg Hilton	220-3856

In addition, some auto dealers rent or lease cars.

FLORISTS:

Claude Jones Florist	1300 Garrison Drive	229-3802
Flower Cupboard	205 N. Boundary Street	220-0057
Garden Gallery	Colony Square Shopping Center	220-1242
Schmidt Florist	1317-D Richmond Road	229-1665
Williamsburg Floral & Gifts	James-York Plaza	229-9844

TYPEWRITERS: PURCHASE REPAIR:

Colonial Typewriters	535 Second Street	229-5818
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TYPING SERVICE:

Ex-Sec., Inc.	1001 Richmond Road	220-2066
Practical Business Services, Ltd.	204 Parkway Drive	220-2491

BANKS:

Central Fidelity Bank	1006 Richmond Road	874-9111
Dominion National	683 Merrimac Trail	220-1220
First & Merchants' National	1801 Richmond Road	874-1911
First Virginia Bank		
Commonwealth	Williamsburg, Shopping Center	220-2611
First Virginia Bank		
of Tidewater	300 Second Street	229-4191
Mutual Federal Savings & Loan	1229 Lafayette	220-2400
Southern Bank of Williamsburg	306 South Henry Street	229-7700
	1635 Richmond Road	229-7700
Sovran Bank	1310 Jamestown Road	220-1607
	1801 Richmond Road	220-1500

United Virginia	Duke of Gloucester Street	253-9200
	120 Monticello Avenue	253-9269
	James-York Plaza	253-9275
	Prince George & N. Henry Street	253-9284
	Garrison Dr. & N. Mt. Vernon Ave.	253-9286
	1186 Jamestown Road	253-9254
Virginia Federal Savings & Loan	Route 60 & Centerville Road	253-9278
	1222 Richmond Road	229-5363

TRAVEL AGENCIES:

Colony Travel Agency	424 Duke of Gloucester Street	229-8684
Royal Travel Center, Ltd.	1233 Lafayette Street	253-2700
USA International Tours	Penniman Rd. & Wickre Street	220-0100
Williamsburg Travel Office	443 Prince George Street	229-3031

CHAMBER OF COMMERCE:

You may obtain pamphlets, maps and community service information at no cost at the Chamber of Commerce, located at 901 Richmond Road, open from 8:30 a.m. to 5:00 p.m., Monday-Friday, 229-6511.

NEWSPAPERS:

Local newspapers and the *Washington Post*, *Star*, *New York Times*, *Richmond Times-Dispatch* and *Newsleader*, can be obtained at the pharmacies, Drug Fair, Book 'n Card Shops, several restaurants, and the Campus Center Desk.

RADIO STATIONS:

AM Stations:

WCMS	1050
WGH	1310
WLEE	1480
WLPM	1450
WMBG	740
WNIS	1350
WNOR	1230
WPMH	1010
WRNL	910
WRVA	1140
WTAR	790
WZAM	1100

FM Stations:

WCMS	100.5
WCWM	89.1
WFOG	92.9
WGH	97.3
WKEZ	94
WLTY	95.7
WOWI	103
WNOR	99
WNVZ	104.5
WQKS	96.5
WRXL	102
WXRI	105.3
WWDE	101
WYFI	99.7

TELEVISION STATIONS:

CBS	Channel 3 and 6
NBC	Channel 10 and 12
ABC	Channel 8 and 13
UHF	Channel 15 and 17

- Abby Aldrich Rockefeller Museum 103
- Absence from final examinations 9
- Absence from tests 9
- Academic Advising 6
- Academic deficiencies 10
- Academic freedom 38
- Academic Regulations 8
- Academics 5
- ACLU 28
- Advisors, Special (pre-professional) 7
- Advisors, Transfer 7
- Advisors, Undergraduate 6, 7
- Advocate 100
- Affirmative Action 18
- AFS Returnees Club 98
- Air Conditioners 59
- Airports 116
- Albums 118
- Alcoholic beverages, College regulations 46
- Alpha Kappa Delta 24
- Alpha Lambda Delta 24
- Alpha Phi Omega 30
- American Trial Lawyers Association 33
- Animals 62
- Announcements 109
- Anthropology Club 32
- Anthropology Museum 103
- Appeals, discipline 43
- Appliances 61
- Area requirements 9
- Art exhibits 103
- Art, Sidewalk Show 103
- Arts, Occasion for the 103
- Asia and Africa Society 31
- Association for Computing Machinery 27
- Association of Parents 101
- Automobiles, eligibility 48
- Automobiles, purchase and repair 119
- Automobiles, rental 119
- Backdrop Club 107
- Bacon Street 18
- Balfour-Hillel Jewish Student Assoc. 29
- Band, William and Mary 105
- Bands, booking 109
- Banks 119
- Banners 49
- Baptist Student Union 29
- Bedspreads 118
- Beta Gamma Sigma 24
- Bicycles 48, 62, 109
- Bicycles, purchase and repair 119
- Biology Club 32
- Black American Law Student Association 32
- Black Culture Series 101
- Black Student Organization 27
- Board of Student Affairs 23
- Book Fair 101
- Books, Library 19
- Bookstore 20
- Botetourt Chamber Singers 105
- Botetourt Gallery 103
- Bugs 62
- Busch Gardens 108
- Buses, commercial 116
- Buses, William and Mary 109
- Business, Masters of Business Administration Association 25
- Cafeteria 20
- Campus Center 20
- Campus Crusade for Christ 29
- Campus Ministries United 29
- Campus Movies 107
- CaMU 29
- Canterbury Association 29
- Career Counseling 15
- Catalog 5
- Catholic Student Association 29
- Center for Psychological Services 16
- Chamber of Commerce 120
- Charter Day 101
- Check cashing 109
- Cheerleaders 27
- Chemistry Club 32
- Choir, William and Mary 104
- Chorus, William and Mary 104
- Christian Fellowship 29
- Christian Science Organization 29
- Christmas programs 102
- Churches 29
- Circle K 30
- City license tags 112
- Class attendance 8
- Classics Club 32
- Classics Library 104
- Clothing, purchase of 117
- Coffee urns 113
- College name, use of 109
- College property, damage too 45
- Collegiate Management Association 98
- Colonial Community Mental Health Center 18
- Colonial Echo 100
- Colonial Lawyer 100
- Colonial Williamsburg 108
- Committee on Academic Status 10
- Committee on Degrees 11
- Commons 20
- Commuting students (See Day Students)
- Computer Utilization and Regulations 52, 53
- Computing Machinery, Association for 27
- Concentration, change of 10
- Concentration, declaration of 9
- Concerts 105, 106
- Concert Series 106
- Conduct, disruptive 44, 45
- Confidentiality of records 37
- Contesting damage charges 56, 58
- Contract, Residence Hall 55
- Contracts 110
- Convocations 101
- Copying 113
- Councils, Residence Hall 65
- Counseling services, 16, 17, 18
- Course load, normal 8
- Craft festivals 110
- Creative Arts House 5
- Curtains 118
- Dance Group 28
- Darkrooms 21
- Day Students 110
- Debate teams 27

- Deferred grade 9
- Degree, declaration of candidacy 10
- Degree requirements 8
- Degrees offered 10
- Delta Omicron 24
- Delta Phi Alpha 24
- Delta Sigma Rho-Tau Kappa Alpha 24
- Democrats, Young 28
- Demonstrations 49, 40
- Departmental libraries 19, 20
- Departmental offices 110
- Departmental organizations 32
- Deposit, damage, room 55
- Director's Workshop 107
- Discipline Committee 69
- Discipline, Graduate 83
 - Schools of Arts & Sciences; Education; Marine Science 83
 - School of Business Administration 85
 - School of Law 88
- Discipline, undergraduate 69
- Discrimination 36
- Disruptive conduct 44
- Distribution of literature 110
- Drill, precision teams 29
- Driver's licenses 112
- Drop-Add 9
- Drugs 47
- Dry cleaning 118
- East Asian Studies Association 98
- Economics Club 32
- Education, Graduate Student Association 25
- Educational options 5
- Emergency Medical Services 17
- Emergency telephone number (333) 115
- Employment, Student 14
- England, study in 6
- English (proficiency requirements) 9
- English Club 32
- Environmental Law Group 33
- Equal opportunity 18
- Evening College 11
- Exeter 6
- Exhibits, student and faculty 103
- Experimental education programs 5, 6
- Fans 118
- Fees, Room Reservation, Damage Deposit 55
- Fellowship of Christian Athletes 29
- Film Series 107
- Financial aid 14
- Fines, overdue Library books 19
- Firearms and Fireworks 48, 62
- Fire Safety 47
- Flat Hat 100
- Florists 119
- Flying Club 31
- Foreign language (proficiency requirements) 9
- Foreign students 110
- Foreign students, organization 27
- Foreign study 6
- France, study in 6
- Fraternities 97, 98
- Fraternities, Law School 32
- French House 5
- Freshman directory 99
- Fumigation 62
- Fund-raising 115
- Furnishings in room 60
- FYI 109
- Galleries 103
- German House 5
- Government, Student 23
- Grade, review/reconsideration 10
- Grades, reporting of 8
- Grading system 9
- Graduate Student Association 24
- Graduate Student Center 21
- Graduate Student Life Policies, Administration of 85-92
- Green and Gold 99
- Guests, Responsibility for 45
- Guidelines, Residence Hall 65
- Gymnastics 22
- Handicapped students 111
- Hardware 118
- "Help Unlimited" 99
- Health Center, Student 16
- Health Department 18
- History of the College 3
- Homecoming 101
- Honor Code, graduate 92
 - School of Arts and Sciences; Education; Marine Science 92
 - School of Business Administration 95
 - School of Law 95
- Honor Council (see Student Association)
- Honor System, undergraduate 73-84
- Honoraries 24
- Hospital, Williamsburg Community 17
- Hotline 18
- Hot plates 118
- Housing Contract (1984-85) 55,64
- Housing, off-campus 113
- Identification cards 111
- Inspection and Search 46
- Inspection, room 58
- Insurance 62
- Intercollegiate Debate Council 27
- Interfraternity Council 97
- International Circle 27
- International Law Society 33
- International Students 110
- Intersorority Council 97
- Intramural Sports 97
- Introduction 1
- Italian House 5
- Jaywalking 49
- Judicial proceedings 70
- Kappa Delta Pi 24
- Karate Club 28
- Keys 60
- Language Houses 5, 32
- Last Lecture Series, 102
- Latter Day Saints Student Asso. 29
- Laundry 59, 118
- Law Review 100
- Law School fraternities 32
- Law School organizations 32

Law School publication 100
 Lectures 104
 Library, Earl Gregg Swem 19
 Library hours 19
 Libraries, departmental 19, 20
 Limousine 116
 Linens 61
 Loans 111
 Lockers 21
 Lost and Found 111
 Lutheran Students' Association 29
 Magazine, subscription to 113
 Mail service 111
 Majorettes 28
 Majors 9
 Management, Society for the
 Advancement of 32
 Martial Arts Club 28
 Mary and William Law Society 32
 Masters of Business Administration
 Association 25
 Medical care, emergency 16, 17
 Medical/Emotional Emergencies 17
 Medical services 17
 Meeting rooms 21
 Mental Health Center, Colonial Community 18
 Mermettes 28
 Minority Students 27
 Montpellier 6
 Moot Court 33
 Mortar Board 24
 Motor Vehicles 48, 112
 Motor vehicles, purchase and repair 119
 Motorcycles, purchase and repair 62, 119
 Muscarelle Museum of Art 104
 Museums 103
 Music Listening Areas 112
 Musical productions 107
 National Lawyers Guild 33
 New Testament Student Association 29
 News, William and Mary 99, 109
 Newspapers, purchase of 20, 113, 120
 Newspapers, student 21, 109
 Newspapers, subscription to 113
 Non-returning students, 10
 Notary services 113
 Occasion for the Arts 103
 Off-Campus Housing 113
 Off-Campus Students (See Day Students)
 Ombudsman (See Student Association)
 Omicron Delta Epsilon 24
 Omicron Delta Kappa 24
 Orchesis 28
 Orchestra 105
 Organ concerts 105
 Organizations, campus 27
 Overloads 8, 10
 Overnight guests 45, 62
 Painting rooms 62
 Pans 113
 Parachute Club 31
 Parents' Association 101
 Parents' Weekend 101
 Parking 49
 Parties, College Regulations 113
 Personal Conduct 43
 Personal Property, daages too 45
 Personal records 37
 Pets 62
 Phi Beta Kappa 24
 Phi Delta Kappa 24
 Phi Eta Sigma 24
 Phi Mu Alpha 24
 Phi Sigma 24
 Philosophy Club 32
 Physical Education Majors Club 32
 Physical Education Night 101
 Physical Education (proficiency requirements) 9
 Pianos 113
 Pi Delta Phi 24
 Pi Sigma Alpha 24
 Picnic area 22
 Ping pong 21
 Placement services 15, 16
 Police, Campus 114
 Policies and Regulations, graduate 83
 Policies and Regulations, undergraduate 42
 Political organizations 28
 Post-Conviction Assistance Project 33
 Posters 49
 Post Office 111, 112
 Pots 113
 Pre-Law Club 28
 Premiere Theatre 106
 Pre-registration 9
 President's Aides 24
 Printing 113
 Privacy, rights to 37
 Proficiency requirements 9
 Psi Chi 24
 Psychological Services, Center for 16
 Public Nuisance 45
 Public performance 49
 Publications 99
 Publications Council 99
 Publications, Law School 100
 Punch bowls 113
 Queen's Guard Association 29
 Radio, purchase and repair 118
 Radio stations 120
 Recitals 105
 Recognition of new organizations 114
 Recordings 118
 Records, personal 37
 Recreation 22
 Reformed University Fellowship 29
 Refrigerators 23, 59, 118
 Refunds, fees 55
 Registration 9
 Religious organizations 29
 Repairs 56
 Republicans, College 28
 Required to withdraw 10
 Rescue squad 17
 Reserve Officers Training Groups 97
 Residence Hall Councils 65
 Residence Life 53
 Residency, Instate 111

- Restricted area 58
- Review, William and Mary 99
- Rights and Responsibilities, Statement of 35
- Rings, William and Mary 20
- Room Condition Reports 58
- Room damage 56, 58
- Room search 46, 63
- Room selection 56
- Roommates, change of 57
- Rooms, meeting 21
- Rooms, reservation of 55
- Rooms, sublet of 57
- Russian Club 32
- Russian Studies House 5
- S.A. Film Series 23, 107
- Scheduling rooms 114
- Science Fiction Club 30
- Scotland, study in 6
- Security 60, 61, 114
- Self-Determination 65
- Senate (see Student Association)
- Sequence requirements 9
- Service organizations 30, 31, 98
- Sexual Harassment 50, 51
- Sheets 118
- Shoe repair 117
- Shoe shops 117
- Sidewalk Art Show 103
- Sigma Delta Pi 24
- Sigma Delta Psi 24
- Sigma Gamma Epsilon 24
- Sigma Pi Sigma 24
- Sign-printing equipment 21
- Signs 49
- Sinfonicon 105
- Ski Club 31
- Society for the Advancement of Management 32
- Society for Collegiate Journalists 24
- Society of Physics Students 32
- Society of Scabbard and Blade 24
- Solicitation 49, 115
- Sororities 97, 98
- Spanish House 5
- Special educational programs 5
- Special Interest Housing Proposals 6
- Special programs, Office of 11
- Sports Parachute Club 31
- Sports 97
- State license plates 112
- Statement of Rights and Responsibilities 35
- Storage 61
- Student Activities Fee 115
- Student Affairs, Board of 23
- Student Aid 14
- Student Association
 - Honor Council 24
 - Ombudsman 23
 - Senates 23
 - Student Association Council 23
- Student Association, Graduate 24
- Student Association, School of Education 25
- Student Bar Association 26, 96
- Student Government 23
- Student Health Center 17
- Student Legal Services 32, 117
- Student Personnel Services 13
- Student Identification 43
- Study Skills 15
- Summer schools, other institutions 11
- Summer Schools, William and Mary 11
- Sunday Series 106
- Supreme Court Historical Society 33
- Swimming pools 21
- Symphony Sampler Series 106
- Taxis 116
- Telephones, campus 115
- Television purchase and repair 118
- Television rental 118
- Television stations 120
- Tennis courts 22
- Textbooks, purchase of 20, 23, 101
- Theaters, local 107
- Theatre, William and Mary 106
- Theft 45
- Tickets, athletics 115
- Tickets, purchase of 115
- Towels 118
- Trains 116
- Transcripts 10
- Transfer credits 11
- Transferring out 10
- Travel agencies 120
- Travel service 116
- Tutorial Service, Williamsburg area 31
- Twentieth Century Gallery 103
- Typewriters 119
- Typewriters, purchase and repair 119
- Typing services 116, 119
- Undergraduate Policies & Regulations,
 - Administration of 69
- Underloads 8
- Vehicle Rental 109
- Veteran Affairs 14
- Violations of law 42
- Virginia Public Interest Research Group 31
- Volleyball courts 21
- Volunteer services 30, 98
- Volunteers for Youth 31
- Voter registration 116
- Washington Program 6
- Waterbeds 62
- WATS 31
- Wayne F. Gibbs Accounting Society 32
- WCWM 100
- Weight room 22
- Wesley Foundation 29
- Westminster Fellowship 29
- Wigwam 22
- William & Mary Christian Fellowships 29
- William and Mary Hall 21
- William and Mary Law Review 100
- William and Mary News 100
- William and Mary Review 100
- Williamsburg Area Tutorial Service 31
- Williamsburg Community Hospital 17
- Williamsburg Players 107
- Withdrawal from College 10

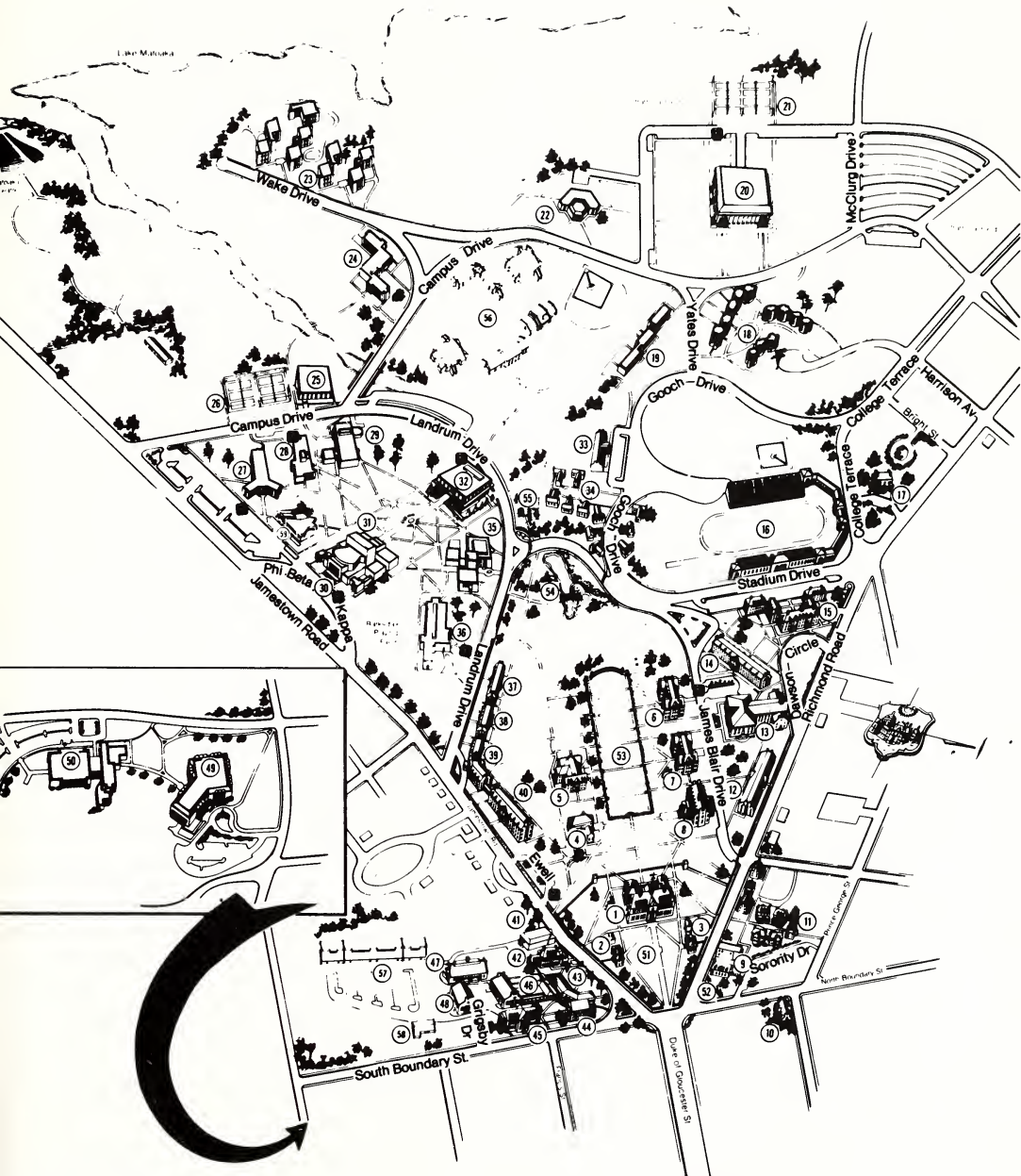
Withdrawal, required due to academic deficiencies 10
 Wrestling 22
 Xerox machines 19, 113
 Yearbook 99

Young Americans for Freedom 29
 Young Democrats 29
 Young Life Leadership 29
 Yule Log Ceremony 102

WHAT * WHO * WHERE

			<i>Telephone Extension</i>
		<i>Office</i>	
General Information	<i>College Catalog</i> <i>Student Handbook</i> <i>William and Mary News</i>	(available in Registrar's Office) (available in J. Blair Hall 211) (available in News Office, Campus Center, lobby of James Blair Hall)	
Academics			
Advising & course selection	Faculty Advisors Dr. Jarmon	Offices J. Blair Hall 211	4581
Drop-Add courses			
First two weeks	Registrar's Office	J. Blair Hall 116	4245, 4400
After two weeks	Dr. Jarmon	J. Blair Hall 211	4387
Transfer credits from other institutions	Arts and Sciences Office	J. Blair Hall 112	4681, 4682
Declaration of Concentration	Registrar	J. Blair Hall 116	4245, 4400
Records, registration, transcripts	Registrar	J. Blair Hall 116	4245, 4400
Withdrawal from school	Dean Sadler	J. Blair Hall 211	4387
Change of address, home or local	Registrar	J. Blair Hall 116	4245, 4400
Library hours	See <i>Student Handbook</i> , page 19		
Foreign Study	Mr. Joseph Healey	Brafferton	4354
Minority Affairs	Dean Hardy	J. Blair Hall 209	4247
Veterans' Affairs	Financial Aid	J. Blair Hall 208	4301, 4233
Counseling - persona, social	Center for Psychological Services	125 Richmond Road	4231, 4338
	CaMU (Campus Ministries United)	526 Jamestown Road	229-9811
	Bacon Street (Drug Action Center)	105 Bacon Avenue	4554, 229-2897
Health	Staff Physicians	Student Health Center	4386, 4701
Commuting Students	Dr. Hardy	J. Blair Hall 209	4247
Residence life, application for on-campus housing		J. Blair Hall 206	4314, 4319
Director of off-campus housing	Dr. Hardy	J. Blair Hall 209	4247
Career decision-making and goal assessment	Ms. Reid	Morton 140	4427
Placement - teacher	Mr. Sykes	Jones 305	4467
-future employment	Mr. Brown	Morton 140	4604, 4605
	Mr. Hunt	Morton 104	4604, 4605
Legal Services	Student Legal Aid Services	216 Jamestown Road	4863
Study Skills	Study Skills Office	J. Blair Hall, 2nd Floor	
Financial Aid, student employment	Financial Aid	J. Blair Hall 208	4301, 4233
Accounts - bills and payments	Treasurer's Office	J. Blair Hall 102	4241
Cashing of checks	Campus Center desk	Campus Center	4241
Student activities and organizations	Mr. Smith	Campus Center	4557
College Calendar, scheduling of student programs	Ms. Long	Campus Center	4235, 4236
Concert Series	Mr. Smith	Campus Center	4235, 4236

W & M Theatre tickets	Box Office	Phi Beta Kappa Hall	4272, 4469
Automobile parking decals	Campus Police	Campus Police Office	4596, 4597
Parking areas	See "Motor Vehicle Regulations" brochure (available in Office of Campus Police)		
"I.D." cards	Registrar's Office	J. Blair Hall 116	4245, 4400
Notary Public	Mrs. Freeman	J. Blair Hall 211	4387
Copy machines	Bookstore,		229-7822
	Library		4405
Typewriters - student use	Campus Center		4235, 4236
Lost and Found		Campus Police	4596, 4597
CAMPUS POLICE			4596, 4597, 4702
EMERGENCIES			333
FIRE			229-1313
RESCUE SQUAD			229-1313
STUDENT HEALTH-CENTER			4386, 4701
"ESCORT"			4596, 4597, 4702



1. SIR CHRISTOPHER WREN BUILDING
2. THE BRAFFERTON
3. THE PRESIDENT'S HOUSE
4. EWELL HALL
5. WASHINGTON HALL
6. JAMES BLAIR HALL
7. CHANCELLORS HALL
8. ST. GEORGE TUCKER HALL
9. PSYCHOLOGICAL COUNSELING CENTER
10. BROWN HALL
11. SORORITY COURT
12. MONROE HALL
13. BLOW GYMNASIUM
14. OLD DOMINION HALL
15. BRYAN COMPLEX
16. CARY FIELD
17. ALUMNI HOUSE
18. FRATERNITY LODGES,
SPECIAL INTEREST HOUSING
19. YATES HALL
20. WILLIAM AND MARY HALL
21. TENNIS COURTS
22. WILLIAM AND MARY COMMONS
23. BOTETOURT RESIDENCE COMPLEX
24. DUPONT HALL
25. ADAIR GYMNASIUM
26. TENNIS COURTS
27. RICHARD LEE MORTON HALL
28. HUGH JONES HALL
29. WILLIAM SMALL PHYSICAL LABORATORY
30. PHI BETA KAPPA MEMORIAL HALL
31. ROBERT ANDREWS HALL
32. EARL GREGG SWEM LIBRARY
33. KING STUDENT HEALTH CENTER
34. OLD LODGES
35. JOHN MILLINGTON HALL
36. ROGERS HALL
37. LANDRUM HALL
38. CHANDLER HALL
39. BARRETT HALL
40. JEFFERSON HALL
41. COLLEGE BOOKSTORE
42. TALIAFERRO HALL
43. CAMPUS CENTER
44. TYLER HALL
45. HUNT HALL
46. TRINKLE HALL
47. BUILDINGS AND GROUNDS OFFICE
48. HEATING PLANT
49. NATIONAL CENTER FOR STATE COURTS
50. MARSHALL-WYTHE SCHOOL OF LAW
51. COLLEGE YARD
52. J.T. BALDWIN MEMORIAL GARDEN
53. SUNKEN GARDEN
54. CRIM DELL
55. WILDFLOWER REFUGE
56. RANDOLPH RESIDENCES
57. PHYSICAL PLANT/CRAFT SHOPS
58. CAMPUS POLICE OFFICE
59. MUSCARRELLE ART MUSEUM
60. COMMUTING STUDENTS HOUSE



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